MODERN COMMERCIAL TEXT-BOOKS

FOR USE IN SCHOOLS AND COLLEGES
AND FOR MEN OF BUSINESS

EDITED BY LAWRENCE R. DICKSEE, M.COM., F.C.A.

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MODERN
COMMERCIAL CORRESPONDENCE

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MODERN COMMERCIAL CORRESPONDENCE

BY

JOHN KING GREBBY

EXAMINER IN HANDWRITING AND COMMERCIAL CORRESPONDENCE TO THE SOCIETY OF ARTS, FORMERLY PRIVATE SECRETARY TO THE LATE SIR COURTENAY BOYLE, K.C.B., AND LATE PRIVATE SECRETARY TO SIR FRANCIS J. S. HOPWOOD, K.C.B., G.C.M.G. (PERMANENT UNDER SECRETARY OF STATE FOR THE COLONIES)

97647
18/8/09.

LONDON
MACDONALD AND EVANS
4, ADAM STREET, ADELPHI, W.C.
1909

RICHARD CLAY & SONS, LIMITED,
BREAD STREET HILL, E.C., AND
BUNGAY, SUFFOLK.

PREFACE

In my present capacity as Examiner in Handwriting and Commercial Correspondence to the Society of Arts some thousands of papers worked by candidates have passed through my hands. The considerable experience thus gained has enabled me, in this book, to indicate the chief difficulties confronting the student who is striving to acquire a good style of Commercial Letter-writing, to show how such difficulties may be overcome, and further, to impart a knowledge of Commercial Terms and Business Practice. I believe that what I have written will be of service not only to those who enter for the various commercial examinations, such as those held by the Society of Arts, the London Chamber of Commerce, the National Union of Teachers, the Lancashire and Cheshire Union of Institutes, the Midland Counties Union of Educational Institutions, the West Riding of Yorkshire County Council, etc., but also to all who are already engaged in mercantile offices.

With the exception of a few general letters, those contained in this book are edited copies, with disguised names and addresses, of letters actually received and sent out by business houses in different parts of the world. Unlike, therefore, a majority of the letters which appear in most text-books on Commercial Correspondence known to me, they may confidently be accepted as representative of present-day business practice. I take this opportunity of tendering my thanks to the many friends who have kindly helped in the difficult task of collection.

JOHN KING GREBBY.

London, 1909.

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COMMERCIAL CORRESPONDENCE

CHARACTERISTICS OF A GOOD LETTER

THERE are few directions in which business men, and those who look to a commercial career for their livelihood, can more profitably employ their time than by striving to acquire facility in the composition of a good letter.

Though, in the main, the reception accorded to business communications is determined by the merit of the proposals contained in them, yet it is unquestionably true that, other things being equal, a letter in which the proposals are clearly and accurately stated is more likely to meet with favourable consideration than one in which the opposites of these qualities are conspicuous. Moreover, although the character of Business Correspondence does not permit the use of Simile, Allegory, Epigram, the principle of Suspense and the fine flowers of Rhetoric—all of which go to the making of a good literary style yet there is still room for original treatment and the personality of the writer.

The distinguishing characteristics of a good letter are—

1. **Legible Writing, formed upon a good model.**
2. **Correct Spelling.**

3. **Strict observation of Grammatical Rules.**
4. **Clearness and Force of Statement.**
5. **Brevity.**
6. **Accurate Punctuation.**
7. **Proper Paragraphing.**
8. **Correct use of Capital Letters.**
9. **A knowledge of the proper way to begin and end a letter, and a due regard for correct spacing, folding, stamping and addressing letters.**

1.—LEGIBLE WRITING.

The Typewriter has now largely superseded ordinary long-hand as a means of correspondence, but, notwithstanding its introduction, a considerable proportion of clerical work is still done, and must necessarily be done, by the pen.

When we reflect upon the waste of valuable time occasioned by letters written in a slovenly or illegible manner it is evident that every one embarking upon a mercantile career should do his utmost to make his handwriting as legible as possible. And here let me warn the young student against being led astray by the absurd notion that undecipherable handwriting is the hall-mark of exceptional mental capacity. Some well-known men of letters, unfortunately for all those who have come into contact with their MSS., have been execrable penmen, but, on the other hand, one could point to many authors of equal literary merit who have been distinguished by the neatness and simplicity of their caligraphy.

The Civil Service style, characterised by roundness and boldness of outline, is decried in some circles, because it has a tendency to make all writing much alike, and thus

241, Cannon Street,
London, E.C.
5th March 1908.

Gentlemen,

The S.S. "Storm King" having, as is reported, been wrecked off Dungeness, we hereby give you notice that we abandon to the Underwriters our interest in the 5 cases woollens shipped by the said vessel, and claim payment from you of total loss in respect of the Insurance for £150 on the said goods.

Yours faithfully,
Philip Fletcher & Son

Messrs Wentworth & Co.

to destroy individuality, but, whatever its defects from an æsthetic point of view, it at least has the sovereign merit of being easily read and understood. Further, as this is the style favoured in Government and professional offices, it would be well for the student, if he desire success, to suppress any longing he may have for a more ornate type, and proceed at once to make the Civil Service style of handwriting his model.

An example of this style is given on p. 3. Observe that it is not a specimen of "Copper-plate," impossible of imitation except by an expert penman, but an actual specimen of Civil Service writing, by no means free from faults, but readily legible and easily imitated by any one who will take the trouble to study and practise it. Note particularly the careful way in which the *u* is distinguished from the *n* and the *m* from the *w*. Observe that the *e's* and *l's* are all carefully looped; the *i's* dotted and the *t's* crossed, and that no two words are joined together. Note that the Address and the Salutation are not crowded at the top, that the left-hand margin is even throughout, and that the writing is uniform in size.

2.—CORRECT SPELLING.

Nothing looks worse in a letter than words wrongly spelt. English orthography is notoriously capricious and illogical, and leaves numerous loopholes for error; indeed, history records many examples of highly-gifted men who have never been able thoroughly to master its intricacies. Still, for the ordinary person there is really no excuse, as observation in reading, frequent use of a dictionary, and attention to the following rules, will enable any one of average mental capacity to spell most words of his mother tongue correctly.

Addition of Suffixes.—One-syllable words ending in a *consonant* preceded by a *simple vowel* double the final consonant when a suffix beginning with a vowel is added, e. g.: *Tan, Tanned, Tannery; Ship, Shipped, Shipping; Stop, Stopped, Stoppage.*

Words of more than one syllable ending in a single *consonant* preceded by a *simple vowel* also double the final consonant on receiving a suffix beginning with a vowel, *provided the accent comes on the last syllable,* e. g.: Refér, Referred; Begín, Beginning; Allót, Allottable.

Note carefully that it is a common error to double the *t* in a few words ending in that letter, although the accent does not come on the last syllable. *Ticketted* is often incorrectly written for *Ticketed; Benefitted* for *Benefited; Rivetted* for *Riveted.* On the other hand, some words, such as: *Defér, Prefér, Refér,* though accented on the last syllable do not *always* double the final consonant when adding a suffix beginning with a vowel, e. g.: *Déferent, Préferable, Réference.* The student, however, will notice that, in such cases, the accent of the derivative word is shifted to the first syllable. This divergence from the rule appears to be due to false analogy with such words as: *Dífference, Súfferance.*

If, however, the last consonant is preceded by a *diphthong,* or if the accent does *not* fall on the last syllable, the consonant is not doubled, *e. g.*: Purl*oi*n, Purloined; S*ea*l, Sealing; Díffer, Dífference.

Exceptions.—Most words, however, ending in *l* double the *l* even although the accent is *not* on the last syllable, e. g.: *Lábel, Labelled; Équal, Equalled; Párcel, Parcelled.*

Note.—In America it is commonly the practice to write such words with a single *l* as: *travel, traveled; wool, woolen.*

Words ending in 'ie' change the *ie* into *y* on adding *ing,* as: *Tie, Tying; Lie, Lying.*

Words ending in a single 'e' do *not* retain the *e*

when *ing* or *ish* is added, as: *Replace, Replacing; Taste, Tasting; Blue, Bluish.*

Exceptions.—*Hoe, Hoeing; Shoe, Shoeing; Dye, Dyeing.*

Note.—Words ending in *ee* retain both when adding a suffix: *Agree, Agreeing, Agreeable.*

Words ending in 'e' preceded by a *consonant* retain the *e* when adding *ness, less, ly,* and *ful,* as: *Pale, Paleness; Care, Careless, Careful; Loose, Loosely.*

Words ending in 'y' preceded by a *consonant,* when adding *ing,* retain the *y,* as: *Dry, Drying; Supply, Supplying.*

Words ending in 'y' preceded by a *consonant,* when adding *ed,* change the *y* into *i,* as: *Deny, Denied; Supply, Supplied.*

Words ending in 'y' preceded by a *consonant,* when adding *s,* change the *y* into *ie,* as: *Dry, Dries; Supply, Supplies.*

Words ending in 'y' preceded by a *vowel,* when adding a suffix, do *not* change the *y,* as: *Deploy, Deploys, Deployed; Annoy, Annoys, Annoyance.*

Words ending in 'ise' and 'ize.'—Most of these words are Verbs, and authorities differ with regard to their terminations, the same word being sometimes spelt *ise* and sometimes *ize,* particularly the following: *Criticise, Criticize; Recognise, Recognize; Civilise, Civilize; Crystallise, Crystallize; Colonise, Colonize; Galvanise, Galvanize,* but the tendency is towards the spelling *ize,* especially as Dr. Murray has declared for the latter. The following words have always the *ise* termination: *Advise, Advertise, Excise, Exercise, Surmise, Surprise, Merchandise, Premise, Franchise, Demise, Disguise, Enterprise.*

Words ending in 'tre' and 'our.'—Many words in *tre,* as: *Centre, Metre,* are in America written *Center, Meter;* so

also words in *our*, as: *Colour*, *Favour*, are written *Color*, *Favor*, but the former spelling is the one more favoured by British authorities, though the spelling *Favor*, *Color*, has found considerable support even in this country.

Words ending in 'able' and 'ible.'—Occasionally doubt arises whether the correct spelling of words of this class should be *able* or *ible*. These words are derived from one of two sources, either from Latin adjectives ending in *abilis* or from those ending in *ibilis*—the former being derived from verbs of the 1st conjugation, and the latter from the 2nd, 3rd and 4th conjugations. In conformity with the Latin, words of the 1st class are spelt *able*, as: *Peccable* (*pecco*); *Mutable* (*muto*); and words of the 2nd are spelt *ible*, as: *Audible* (*audeo*); *Edible* (*edo*); *Legible* (*lego*).

Note.—Derivative words ending in *able* or *ible* omit the *e* before *a* or *i*, as: *move, movable; love, lovable; palate, palatable; receive, receivable; sense, sensible.* But this rule is by no means absolute, for example: *rateable, saleable* are always spelt so, perhaps to emphasise the long *a* in *rate, sale.* Again, words in *ce* and *ge* retain the *e* when adding *able* to preserve the soft sound of the *c* or *g*, as: *chargeable, changeable, peaceable, manageable, serviceable.*

Words beginning with 'en' or 'in.'—Those beginning with *en* are usually derived from the French, those in *in* from the Latin. In some cases it is difficult to determine which is the more correct form, as: *Inquire* or *Enquire*; *Insure* or *Ensure* (*Insure* is now commonly used in the particular sense of Life or Fire Insurance, *Ensure* in the more general sense of "making sure"); *Indorse* or *Endorse.*

Verbal Nouns in 'er' and 'or.'—Most of this class of Nouns derived from Verbs end in *er*, as: *Advertiser, Dyer, Authoriser*, but sometimes in *or*: *Imitator, Instructor, Creditor.*

'E' after 'g.'—The following words are usually now spelt without an *e* after *g* when *ment* is added: *Abridgment, Judgment, Acknowledgment,* but Dr. Murray, author of the *New English Dictionary,* protests against "this unscholarly practice."

Confusion of Cognate Nouns and Verbs in 'ce' and 'se.'—This is a very common orthographical error. The general rule is that the Noun ends in *ce,* the Verb in *se,* e. g.: *Advice, Advise ; Practice, Practise.*

Formation of Plurals.—Singular Nouns ending in *ey* form their plural by the addition of *s* only, as: *Attorney, Attorneys ; Lackey, Lackeys ; Turkey, Turkeys ; Money, Moneys* (the form *Monies,* however, is also used).

Nouns ending in *o* preceded by another *vowel* form their plural by the addition of *s,* as: *Folio, Folios ;* but if the final *o* is preceded by a consonant the plural is commonly in *es*: *Cargo, Cargoes.*

Exceptions.—The following Nouns take *s* only: *Canto, Grotto, Junto, Portico, Tyro, Duodecimo, Octavo, Quarto.*

Carelessness in Spelling.—Many mistakes are made through carelessness rather than lack of knowledge. For instance, it is common enough to find such words as *Receive, Believe,* spelt *Recieve, Beleive,* and words like *Accommodation, Recommendation,* provided with more or less than their proper double letters.

Here is a very short list of words frequently misspelt—

Defendant	*Gramme*	*Omitted, Omission*
Dependent	*Net* (not *Nett*)	*Proceeding*
Develop, Envelop	*Stationary* (*Adj.*)	*Preceding*
Envelope (*Noun*)	*Stationery* (*Noun*)	*Succeed*
Transferable	*Expense*	*Accede*
Preferable	*Instalment*	*News-vender*
Preferred	*Occasion*	*Vendor* (*legal*)
Transferred	*Occasioned*	*Usage*

General Remarks.—Notwithstanding all rules, it frequently happens in this illogical language of ours that the spelling is so affected by etymology, true and false analogy, and general usage, that it is difficult to determine the more correct orthography, as, for example: it is still a moot point whether it be better to write *Connection* or *Connexion; Dispatch* or *Despatch; Hindrance* or *Hinderance; Show* or *Shew.* The former in each case is the one, however, generally now used. After all, therefore, valuable as attention to the foregoing rules will be in mastering the intricacies of English spelling, such assistance must be supplemented by wide reading, close observation, and frequent checking of orthographical forms by reference to the standard authorities.

3.—STRICT OBSERVATION OF GRAMMATICAL RULES.

It is easy enough to write a sentence. It is not so easy to write a good sentence. A good sentence is distinguished by accurate *Grammatical Construction* and *Clearness*, *Brevity*, and *Force* of statement.

While, in letter writing, some attention to the last-mentioned characteristics is acknowledged to be necessary, it is not so often appreciated that grammatical accuracy is quite as important. Slipshod English is the rule rather than the exception, especially in business communications. But surely a well-constructed and grammatically accurate letter must create a better impression than one composed without much regard for the ordinary rules of grammar. This book does not pretend to be an exhaustive treatise on the difficult subject of English Composition, but the mention of a few of the most common errors will assist the young student to test his practical knowledge.

A Collective Noun is the name of many individuals or things considered as a single object, and though plural in meaning is followed by a *singular* Verb, *e.g.*—

The Tory *party was* disheartened, *but* The *Tories were* disheartened.

The *Ministry was* agreed, *but* The *Ministers were* agreed.

The *Fleet is* at Spithead, *but* The *Warships are* at Spithead.

Note.—When the Noun is plural in form, but may be considered as one single object, the Verb *may be* in the *Singular*, *e. g.*—

Twenty *yards* of that silk at 2*s.* 11*d.* per yard *is* sufficient.
Four-fifths of the district *is* bogland.
Twice two is four.

A Noun of Multitude is the name of a class of individuals or things, *each* of which is considered as a separate object, and so takes a *plural* Verb as, *e. g.*—

The *clergy have* voted against the measure.

The *peasantry* are very ignorant.

The *people have* not yet heard the news.

Nouns joined by 'and.'—When two or more Nouns in the *Singular* Number are joined together by the Conjunction *and*, the Verb that follows must be in the *Plural*—

Mr. Jones and Mr. Smith are coming here to-day.

Note.—If, however, instead of using *and*, we employ the conjunction *as well as*, or the Preposition *with*, the Verb must be in the *Singular*—

Mr. Smith, as well as Mr. Jones, *is* coming here to-day.
Mr. Smith, with Mr. Jones, *is* coming here to-day.

Agreement of Verb.—Be very careful that the Verb agrees with its real subject—

The *box* of carpenter's tools *was* left at the station.

Three months' *interest is* due.

A large *number* of applications *is* expected.

The immediate *results* of this procedure *were* as follows:—

Each, Every, always imply the singular number. *Each* refers to each one of a number considered separately, *Every* to each one of a number viewed collectively.

Each is used in speaking of *two* or *more than two* individuals or things.

Every is only used when *more than two* are mentioned, *e. g.*—

Each clerk had *his* separate desk.

England expects *every* man to do *his* duty.

Such sentences as the following are faulty—

Mr. Jones has *two* clerks, and every one of them is capable (should be *each one*).

Everybody has their price (should be *his*).

Exceptions.—If, however, *each* or *every* refers to every one of a number of individuals differing in sex, it is better to break this rule, and use the Plural, *e. g.*—

England expects every man, woman and child to do *their* duty, is less clumsy than—

England expects every man, woman and child, to do his, her, and its duty.

The Use of the Apostrophe.—The apostrophe *s* is now only used when speaking of a person, animal, or something personified, *e. g.*—

Mr. Johnson's office; the ship's anchor; the dog's tail.

But when we want to express the Possessive Case in relation to an inanimate object, we use another form—

The key of the desk, the basket of tools, not the *desk's key, the tool's basket.*

's in Compound Names.—The Apostrophe is placed after the last word in a compound name, or when

two or more names are joined together by a Conjunction, *e.g.*—

Mr. Jones has been appointed Manager of Mr. Massey-Mainwaring's London Office.

The Deputy-Accountant General's Department.

King Edward VII's reign.

The King of England's reign.

Messrs. Joseph Smith & Son's offices are in Fetter Lane.

Messrs. Smith & Sharp's employees are on strike.

In each of the above cases an alternative form could be used without employing the apostrophe *s*—

The reign of King Edward VII.

The offices of Messrs. Joseph Smith & Son are in Fetter Lane.

Mr. Jones has been appointed Manager of the London office of Mr. Massey-Mainwaring.

This alternative form is much to be preferred in some cases, *e.g.*—

Such clumsy expressions as *Mr. James Wilson's partner's offices* should be avoided. Write, rather—*The offices of Mr. James Wilson's partner.*

Note.—When the Noun ends in *s* the Apostrophe without the addition of another *s* is often written, as: *Messrs. Smith & Sons' offices;* but not always, as: *St. James's Park.* Do not use the apostrophe with the possessive pronouns: *Hers, Ours, Yours, Theirs.*

The names of Towns and Districts with the prefix *St.* do not usually take the apostrophe, *e. g.*: St. Helens, Great St. Helens, St. Albans, Bury St. Edmunds, St. Ives, St. Heliers. There are some exceptions, as: St. John's Wood (London, N.W.), St. John's (Newfoundland), St. Michael's Mt. (Cornwall).

'A' or 'an' before 'h' or a vowel.—The rule is that *an* is used before words beginning with a *vowel*, or with silent *h*, or with *h* aspirated if the accent is not on the

first syllable, but *a* is used before a word beginning with a long *u* sound.

For instance, we say: *a European, a history, a hóspital, a union, a university, an habitual, an histórian, an honourable, an hotel, an hour, an umbrella.*

'A' in a series.—*A* must be placed before each Noun in enumerating a series, unless each one of the series is very closely connected. For instance, it is allowable to say, *a cup and saucer* or *a cup and a saucer*, but *a black and white dog* and *a black and a white dog* have quite different meanings. The first refers to *one* dog coloured black and white; the second, of course, to *two* dogs.

Between, among.—*Between* is used when only two persons or things are mentioned; *among* when more than two. Such phrases as "Between three of them" are faulty.

Between you and me.—*Between*, being a Preposition, governs the Accusative Case, and therefore the common phrase "between you and I," is grammatically wrong.

Different from.—Do not write *different to*, e. g.—

The sample is different *from* the bulk.

The error will perhaps be more apparent if we change the construction—

The sample differs *from* the bulk.

No one would think of writing "differs *to* the bulk."

Prepositions after Certain Words.—In many instances there is considerable difficulty in selecting the right Prepositions to follow certain words. Here is a list of the more common ones—

accede *to*
acceptable *to*
access *to*
accessory *to*
accommodate *to*
accommodate *with*
accord *with*
acquit *of*

adapted *for*
adapted *to*
adequate *to*
adhere *to*
adjacent *to*
adjust *to*
agree *to* (the things proposed)
agree *with* (a person to things proposed)
angry *at* (a thing)
angry *with* (a person)
annex *to*
antecedent *to*
averse *from* (not *to*)
call *at* a house
call *upon* a person
compare *to* (in respect of merit or quality, *e. g.* : one writer with another writer).
compare *with* (by way of illustration—a ship to a swan)
comply *with*
confer *on* = bestow upon
confer *with* = hold a consultation with
differ *from* (a person in some quality)
differ *with* (a person in opinion)
different *from*
divide *among* many
divide *between* two
equivalent *to*
exception *from* a rule
exception *to* a statement
glad *at* something related
glad *of* something given
innate *in*
inspire *with*
instil *into*
instinct *with*
level *with*
oblivious *of*
part *from* a person
part *with* a thing
remove *from*
replete *with*
repugnant *to*
sated *with*
similar *to*
taste *for* a thing desired
taste *of* a thing possessed

Either, neither are used strictly when speaking of one of two objects—

Neither Mr. Jones nor Mr. Smith was here yesterday.

Such sentences as the following are inaccurate—

There are three clerks, neither of whom was competent (*not one* should be used instead of *neither*).

Note.—The Verb is always in the singular after *either, neither.*

Each other, one another.—*Each other* is used when we are speaking of two persons; *one another* when more than two are meant—

Mr. Jones and his manager arranged to meet *each other* at Victoria Station.

Mr. Jones, his manager and his six clerks arranged to meet *one another* at Victoria Station.

In, into.—*In* is used in the Passive sense. *Into* implies motion or direction.

Thus we can write—

The ledgers are *in* the safe,

but—

Come *into* the garden, Maud.

Lay and lie.—*To lay* is an Active Transitive Verb, and requires an Object. *To lie* is a Passive Verb, and does not require an Object. We say that "a goose *lays* eggs," but "a man *lies* in bed."

The past tense of *lay* is *laid.*

The past tense of *lie* is *lay.*

"The hen *laid* two eggs yesterday."

"He *lay* in bed until ten o'clock yesterday morning."

Of any is often used erroneously in conjunction with the Superlative in such sentences as—

"The largest circulation *of any* morning paper" (should be "a larger circulation *than any other* morning paper").

"This is the rarest specimen of *any* I have," (should be, "this is the rarest of *all* the specimens I have," or, "this is a *rarer* specimen *than any other* I have").

Shall and will.—The proper use of these two words is very confusing, especially to a foreigner learning English. Perhaps the following summary may be of assistance—

Will I come? Do *you* think that I am coming at some future time?

Will you come? Is a request. It implies that the person asking the question desires you to come.

Will he come? Is a simple inquiry as to the possibility of some absent person coming at some future time.

Shall I come? Do you wish me to come? It does not necessarily refer to the future, but may be said of some action just about to take place.

Shall you come? Is a simple question as to whether you are coming on some future occasion.

Shall he come? Do you wish that he should come?

I will come. I have made up my mind to come now, or at some future time, whichever it may be.

You will come. Is a simple statement of the fact that at some future time you are coming. If, however, *will* is emphasised in speaking it also implies that the person speaking wants you to come.

He will come. Is a simple statement about a future event.

I shall come. I am coming at some future time.

You shall come. Implies force or a command to come. You must come, or I will take care that you do come.

He shall come. Implies that the speaker will force or command or do his best to make the person spoken of come.

Should and would follow in the main *shall* and *will.*

Than I, or, Than he.—Carefully distinguish between—

"He likes you better than *I*" = He likes you better than I (like you).

"He likes you better than *me*" = He likes you better than (he likes) me.

This, that.—*This* always refers to something near one; *that* to something more remote. Never say: *This one over there*, or, *That one here*, *These things there*, *Those things here.*

The other, another.—*The other* refers to the second of two persons or things; *another* to one of any number above two. Hence it is not correct to write—

The room was full of clerks from one end to *another* (should be *the other*).

To and too.—*To* is a preposition; *too*, an adverb.

I don't want *to* (*do* something understood).

He should do so *too* (here *too* = also).

He was *too* late (*too* = over and above).

'Whom' instead of 'who,' and vice versa.—Never write "*Who* shall I see?" but "*Whom* shall I see?" (*whom* is the object of *see*).

It is also a very common error even among good writers to use the Accusative of the Relative *who* instead of the Nominative.

Take, for example, the sentence—

"I refuse to do business with dealers *whom* I know are not honest."

This is incorrect. It should be *who I know*, because *I know* is really an interpolation and *who* is evidently the Nominative of *are*.

Another very common error is the following—

"*Whom* (should be *who*) do you think called yesterday?" Compare this with the above, *Whom shall I see?*

4.—CLEARNESS AND FORCE.

These essential characteristics of a good letter can only be obtained (1) by using words in their exact meanings, and (2) arranging them in their proper order in the sentence.

A.—Proper Meaning of Words.

(*a*) Be very careful not to confuse the meaning of words. Do not write: "Let me know at once what *transpired* at the board meeting," but use *occurred* or *happened*. *Transpire* means to *emit* or *exhale*. Never write: "The matter *alluded to* in your letter, when you mean *mentioned*. *Allude to* means *to hint indirectly at something not actually mentioned*.

Be careful to distinguish between *beside* and *besides*.

"I saw one other clerk *beside* him" = by the side of him.

"I saw one other clerk *besides* him" = as well as him.

Bring and carry.—These words are not interchangeable, as some people suppose.

To carry implies motion from; *bring* motion towards the speaker. Thus, such expressions as "Shall I *bring* it for you?" are faulty; *carry* should be used instead; but, "Will you *bring* it to me?" would be quite correct.

Expect is often used instead of *suspect* or *believe*. *Expect* means *to look forward to* and implies futurity, so that it is better to avoid writing: *I expect it is*, or the still more absurd *I expect it was*.

Learn is often wrongly used for *teach*, as *e. g.*—

Mr. Jones *learned* him to keep accounts.

(*b*) Never use the words *awfully*, *terribly*, *jolly* in such connections as *awfully convenient*, *awfully good of you*, *terribly slow*, *terribly late*, *jolly good*, *jolly clever*, when you mean *very*. Avoid also using *lovely*, *splendid* in the sense of *something to be admired*.

(*c*) Do not exaggerate. Avoid such words as *stupendous*, *prodigious*, *immeasurable*, *gigantic* and the like, when you mean merely *large* or *big*.

(*d*) Try not to be ambiguous. Be very careful in the use of the Pronouns *he*, *she*, *it*, *they*, etc. Note how ambiguous the following sentence is—

Mr. Jones told his clerk that he was a careless man and could not keep his accounts properly.

Here it is impossible to tell from the construction whether *he* refers to Mr. Jones or his clerk. Such ambiguity can sometimes be avoided by using the 1st or 2nd person instead of the 3rd—

Mr. Jones said to his clerk: "You are a careless man, and do not keep your accounts properly."

(*e*) Do not affect foreign phrases, particularly Latin tags. Your mother-tongue is varied and vivid enough to express all you want to say. *Au revoir, congé, pater, mater, beau-ideal, in medias res, non probandi* and the like, are too often used now-a-days by people who have little French and less Latin. Do not for a moment suppose that the continual employment of such expressions is the sign-manual of a superior education. They have become much too hackneyed and commonplace to warrant any such conclusion.

(*f*) Avoid slang. For example, such expressions as *do the needful, get the sack, raise the wind*, etc., are vulgar, and particularly objectionable in letters from a clerk to a principal.

B.—Arrangement of Words.

Always strive to keep those words most nearly connected quite close together; for example, take the following sentence :—

We shall be pleased to show you samples, if you will call to-morrow, of the goods advertised.

This is very awkwardly arranged. A better construction would be—

If you will call to-morrow we shall be pleased to show you samples of the goods advertised.

Take another example—a letter actually sent out by a large firm.

Madam,

We beg respectfully to inform you that the enclosed sample of Kilting is the very nearest we can supply to the colour required from stock, which we trust will meet with your approval.

Yours obediently,

Robert Graham & Co.

Such inconsequent letters are unfortunately much too common. How much clearer it would have been if arranged as follows and without changing a single word—

Madam,

We beg respectfully to inform you that the enclosed sample of Kilting, which we trust will meet with your approval, is the very nearest to the colour required we can supply from stock.

Yours obediently,

Robert Graham & Co.

Very often this faulty arrangement of words has a ludicrous touch. Only the other day the writer came across an advertisement in a North Country newspaper for "*a smart young man able to pack china with a reference.*"

Emphasis of words.—Any word that requires to be emphasised particularly, should, as a general rule, be placed in the most emphatic position in the sentence, viz. at the beginning or end, *e.g.*—

"Mr. Banks will call upon you *to-morrow*"

is much clearer and more forceful than—

"Mr. Banks will call *to-morrow* upon you,"

or

"Mr. Banks will *to-morrow* call upon you."

The subject being the most important part of a sentence usually comes at the beginning, *e.g.*—

"*Mr. Banks* recommended you."

But, if it be necessary to emphasise the subject very strongly, another construction is sometimes used—

"It was Mr. Banks that recommended you."

Adverbs should always be placed as near as possible to the words they affect.

The adverb *only* requires especial care in its use, *e.g.*—

"*Only* I spoke to him." = Nobody but I spoke to him.

"I *only* spoke to him." = I did nothing but speak to him.

"I spoke *only* to him." = I spoke to him but to no one else.

5.—**BREVITY.**

Brevity, especially in business letters, is a quality much to be desired. Never write three or four words where one would do. You are wasting both your own and your correspondent's time; for example, instead of saying—

> *It is our intention within the next three or four days or so to visit your neighbourhood, when we hope to have the pleasure of making a call upon you,*

say—

> *We hope to have the pleasure of calling upon you within a day or so.*

On the other hand do not sacrifice Clearness to Brevity. The words of the old Latin poet are very pertinent, "When I labour to be brief then I become obscure." Also, never be discourteously brief. Nothing offends more than a curt, impolite letter. Strive to secure the happy mean between prolixity and abruptness.

(*a*) Here are a few examples of roundabout phrases the meaning of which would be much better expressed, at any rate in business letters, by simpler and shorter ones—

Earliest practicable period	= as soon as possible.
Unfavourable climatic conditions	= bad weather.
Made the recipient of	= received.
In the contemplated eventuality	= in the event.
Imparted the information to him	= informed him.
Anterior to my epoch	= before my time.

(*b*) Avoid tautology, *i.e.* redundancy of expression.

1. Do not use *more* and *most* in conjunction with such words as: *unique*, *perfect*, *ideal*, which in themselves express the superlative degree.
2. A few common examples of redundancy are—

"He received the news with equanimity *of mind.*"	*equanimity* = evenness of mind.
"*Entire* monopoly."	*monopoly* involves *entire.*
"He deserved *condign* punishment."	*condign* = deserved (*not* severe).
"Worldwide recognition *by all.*"	*worldwide* = by all.
"More than you think *for.*"	*for* is superfluous.
"Returned back again."	*back* do.
"Fellow companions."	*fellow* do.

6.—ACCURATE PUNCTUATION.

Just as in speaking no one, if he wants to be understood, ever thinks of uttering sentence after sentence without a pause, so in writing it is necessary to insert at intervals certain *signs* or *stops* to make what is written intelligible to the reader. Too often in business correspondence the Punctuation is very crudely done. Many writers seem to think that they have only to strew their letters haphazard with stops to fulfil all the requirements of Punctuation. But it is not so. If you are ever in doubt whether a stop should be used or not, either *leave it out*, or, better still, recast the sentence. Several short, crisp sentences are, as a rule, more quickly understood than a long involved one. By this use of short sentences the necessity for many *stops* is obviated—the *Comma* and the *Full Stop* being, generally speaking, all that are required.

The stops and signs in general commercial use are the following—

A. The Full Stop .
B. The Colon :
C. The Semi-colon ;
D. The Comma ,
E. The Note of Interrogation ?
F. The Parenthesis ( )
G. The Dash —
H. The Colon and Dash combined :—
I. Note of Exclamation !
J. The Double Inverted Commas " "
K. Other signs. The Caret ∧ etc.

A.—The Full Stop.

(*a*) The Full Stop is used to close every grammatically complete sentence—

We are in receipt of your esteemed order.

We are in receipt of your esteemed order for ten Chts Assam.

(*b*) The Full Stop is placed after most Abbreviations, as for example: *Dis.; P.M.; Aug.; W. E. Gladstone; Hunts.; Lancs.* (See list of Abbreviations.)

Exceptions.—When the Abbreviations contain the *first* and *last* letters of the word, the Full Stop is not generally used (except by printers) as: *Mrs* for *Mistress; Messrs* for *Messieurs; Dr* for *Doctor* or *Debtor; Stk* for *Stock; Chts* for *Chests;* 1*st* for *first;* 4*to* for *Quarto;* nor is the Full Stop used after the Abbreviation when it occurs at the end of a sentence, or rather, only one Full Stop is necessary, viz. that which closes the sentence.

(*c*) The Full Stop is placed after figures when such figures are used for the purpose of enumeration, as—

1. The Full Stop.
2. The Colon.
3. The Semi-colon.

B.—The Colon.

(*a*) The Colon is not often used in Commercial Correspondence, except as an alternative to the combined Colon and Dash.

It is generally employed before a quotation, when introductory words precede it, *e.g.*—

We cannot account for this sentence in your letter of

complaint: "the packets of French gelatine are of very different quality from the sample of the same mark left by your representative."

(*b*) The Colon is also used between two grammatically complete sentences too closely connected in thought to justify complete separation by a Full Stop, yet which, at the same time, owing to a difference of construction, exhibit a more abrupt break than a Semi-colon would indicate, *e.g.*—

The mails are just in: be sure to call to-morrow.

(See combined Colon and Dash.)

C.—The Semi-colon.

(*a*) The Semi-colon is used between two sentences which are complete in themselves, but too closely allied to warrant the use of the Full Stop, *e. g.*—

We regret to complain of the ½ gross pairs of Curtains you have sent us; their appearance shows they have been stored in a damp place, and we do not think they should have been sold except as damaged stock.

Note.—The use of the Conjunction *and* makes it better to insert a Comma after *place* rather than a Semi-colon.

In the first part of the sentence the Conjunction *as* might have been used, and a *Comma* instead of a *Semi-colon* would then have been inserted between *as* and *their appearance*, the sentence reading—

We regret to complain of the ½ gross pairs of Curtains you have sent us, *as* their appearance, etc.

(*b*) The Semi-colon is also used when enumerations are made by means of phrases or sentences, and not by single words, *e. g.*—

"The ¼ Bxs Vostizza Currants @ 28/- per cwt. are of exceptional quality; they have a nice bloom; are bold and even in size, and at to-day's market price would be worth quite 2/- more."

"*Our Blended Tea* @ 1/1, *duty paid, has a handsome tippy leaf; it draws a rich rosy liquor, and gives a bright infusion.*"

Note.—The above sentences could have been constructed with *Commas* instead of *Semi-colons*—

"*The ½ Bxs Vostizza Currants* @ 28/- *per cwt. have exceptional quality, and a nice bloom, are bold and even in size, and at to-day's market,*" *etc.*

"*Our Blended Tea* @ 1/1, *duty paid, has a handsome tippy leaf, a rich, rosy liquor, and a bright infusion.*"

D.—The Comma.

(*a*) The Comma is used to mark a short break or pause in the grouping of the words in a sentence, *e. g.*—

We beg to remain,
Dear Sirs,
Yours faithfully,
James Brown & Co.

"*We have to acknowledge the receipt, by wire, of your esteemed order for* 10 *tons Best Household Coal* @ 22/- *per ton.*

(*b*) Commas must be inserted between words used in enumeration, *e. g.*—

"*Including cost, insurance and freight.*"

"*We have always found him honest, sober, industrious, and a painstaking workman.*"

Note.—A Comma is not used after the Adjective immediately preceding the Noun (e. g. : *not* after *painstaking* in the example immediately above).

(*c*) As a general rule the Subject must not be separated from the Predicate by means of a Comma, *e. g.*—

"*The quality of the goods cannot be excelled.*"

Note.—When the Subject of the Sentence is a very long phrase the Comma *may* be inserted at the end of the words forming the Subject, *e. g.*—

"*The quality of the goods we sent you according to your instructions, will be found quite up to sample.*"

(*d*) If the same Verb is required in two or more consecutive sentences it is usually omitted and a *Comma* placed instead after the Noun, *e. g.*—

"*The China Silk is cheap in price; the quality, excellent; the dye, fast, and the appearance, attractive.*"

(*e*) The use of the Comma in connection with the Conjunctions, *and, or,* requires careful attention.

1. Where *and, or,* join together two single words the Comma is not used, *e. g.*—

"*These barrels are strong and well-made.*"

"*Quality and cheapness are the characteristics of these goods.*"

"*We shall require Cash or suitable references with a first order.*"

2. When, however, *and, or,* join two *groups of words* together the Comma is used—

"*These barrels are strengthened with iron hoops, and are so well-made that they will last several years.*"

"*We shall require Cash on delivery of the goods, or suitable London references, before executing your esteemed order.*"

E.—The Note of Interrogation.

The Note of Interrogation should be used at the end of every direct question, *e. g.*—

"*Are the goods ready for delivery?*"

F.—The Parenthesis.

The Parenthesis is used when an explanatory clause is inserted, as it were casually, into the body of a sentence, *e. g.*—

"*We beg to advise you that our Carman (James Tyler, 12 Great Tooley St., S.E.) will call to-morrow (the 15th inst.) for the 50 Chenille Table Covers.*"

"*The Pelican* (*Master, James Smith*) *will sail on Friday next.*"

"*We beg to call your attention* (*see Price List enclosed*) *to some remarkably cheap Job Lines in Lawn Handkerchiefs.*"

Home Arrivals.

London (*telegraphed from Gravesend*) *Aug.* 15—*Vauxhall* (*s.*), *Cronstadt for Surrey Commercial Dock.*

G.—The Dash.

(*a*) The Dash is often used as an alternative to the Parenthesis; for instance, in one of the foregoing examples we could have written—

"*We beg to call your attention—see Price List enclosed—to some,*" *etc.*

(*b*) The Dash is also used between Paragraph headings and the Paragraph itself, *e. g.*—

Wheat.—Graded red futures closed easy, $\frac{1}{4}d.$ to $\frac{3}{8}d.$ lower on the day.

Glasgow Iron.—Settlement prices: Scotch, 64*s.* 3*d.*; Cleveland, 56*s.* 9*d.*

(*c*) The Dash in a longer form is also used to denote the omission of some letters in a word, when for some reason or other it is not considered advisable to write it in full, *e. g.*—

I hear that your friend J—— P—— was declared bankrupt yesterday.

H.—The Colon and Dash combined.

The Colon and Dash combined is used before enumerations, especially when such words as *for example* (e. g.) *namely* (viz.), *as follows*, are understood or expressed—

We can quote you as follows :—

I.—The Note of Exclamation.

The Note of Exclamation is very rarely used in Commercial Correspondence. It is placed after Interjections or any ironical statement.

J.—Double Inverted Commas.

Double Inverted Commas are used to enclose quotations, *e. g.*—

We are in receipt of your letter of the 19*th inst. in which you state—*

"The 100 *bxs Tin Plates arrived at Lisbon in very bad condition, more than half of them being broken."*

We are communicating with our Agents and will let you know the result as soon as we receive their reply.

Single Inverted Commas are used for a quotation within a quotation.

K.—Other Signs.

The Caret (∧) which indicates that some word or letter is omitted. The omitted letter or word is placed above the Caret or in the margin.

The Ditto („) signifying *the same as above or aforesaid* is used chiefly in lists, statements of account, and the like, to save writing the same word over and over again.

The word *Ditto* or its shortened form *Do.* is used as an alternative sometimes to the two commas.

The Hyphen (-) connects two or more words which together form a compound word.

Show-rooms ; Pre-Raphaelite ; Day-book ; Anglo-American ; Alice sit-by-the-fire ; never-to-be-forgotten ; three-fifths ; re-enter (but, return) ; *pre-eminent.*

Note.—The Hyphen is not used as a rule between a prefix and the root-word *except:*

(*a*) When as in the above examples, *Pre-Raphaelite*, *Anglo-American*, the root-word begins with a capital letter.

(*b*) When one part of the word ends in a vowel and the other begins with the same vowel, as, *e. g.*—

Pre-eminent; Co-operation,

In which case it is obviously necessary to prevent the two vowels being sounded as a diphthong (cp. *preoccupied*, *prehistoric*, which do not take a hyphen).

There is, however, no hard-and-fast rule (cp. *day-book* and *daylight; daybreak*), and when the student is in doubt he should consult a dictionary.

The Apostrophe (') denotes that some letter or letters are left out in a word, e. g.: *tho'* for *though; you'll* for *you will; ne'er* for *never*. As far as possible these abbreviations should be avoided in business letters. On no account should they be employed in a letter from a clerk to a principal, as their colloquial and informal nature implies somewhat intimate relations between the writer and his correspondent.

The Apostrophe is also used to denote the Possessive Case, and here, of course, its use is quite proper—

Mr. Macpherson's letter reached us yesterday.

7.—PROPER PARAGRAPHING.

A paragraph is a collection of sentences each having reference to the same subject-matter, or line of thought.

Each paragraph should discuss a separate topic and every sentence in the paragraph should have a distinct bearing upon the sentences that precede or follow it. As soon as the topic discussed is exhausted another paragraph should be begun. It follows that there is a greater break of thought between paragraphs than between sentences.

The first line of each paragraph should be *indented*,

i.e.: the first word should commence a little nearer the right hand side of the paper than the rest of the lines.

The different sentences in a paragraph are often bound together by connective words such as Conjunctions, Conjunctive Adverbs and Phrases, e. g.: *In like manner, Again, Besides, Added to which, On the other hand, Moreover, In short*, etc., but these connectives, though very useful and often necessary, should be avoided where possible, the student striving to arrange his words so that the sentences begin without such adventitious aid.

In business communications short paragraphs are an advantage. They not only give the letter an attractive appearance but enable the reader to comprehend more quickly the various points discussed.

The Student is referred to the Specimen Letters for examples of paragraphing.

8.—CORRECT USE OF CAPITAL LETTERS.

Capital Letters are used—

(*a*) For the first letter of the first word in every sentence.

(*b*) For all names of Persons and words used as Proper Names: *James; Jews; German.*

(*c*) For all Geographical Names: *the Thames; Yokohama.*

(*d*) For the titles of Persons and Public Offices: *Lord Salisbury; Sir William Harcourt; the Earl of Rosebery, K.G.; the French Ambassador; the School Board; the Home Office.*

(*e*) For Calendar Names: *Tuesday; March.*

(*f*) To emphasise any particular word, e. g.: *The*

Calico you sent me yesterday was of very inferior quality. Small Profits and Quick Returns.

(*g*) For each separate word in the names of Streets, Roads and Public Places: *Hyde Park; Charing Cross Road; Fleet Street; Fig Tree Court; Shepherdess Walk; Shaftesbury Avenue.*

(*h*) For the principal words in Book, Song and Play Titles: "*The Queen of My Heart*"; "*The Call of the Wild*"; "*The School for Scandal.*"

(*i*) For the Pronoun "*I.*"

9.—ARRANGEMENT OF A BUSINESS LETTER.

A Commercial letter may be faultless both in matter and style, but if it be not set out with a due regard for such points as proper **Spacing** and **Paragraphing** and have not the **Address**, the **Subscription** and the **Signature** written according to the correct form, and besides all that, be not neatly **Folded**, the general effect will be far from pleasing.

Spacing.—Always leave a uniform margin on each side of the letter paper. Do not begin close to the left hand side of the paper, nor continue the writing so far along the line that the last words have to be crowded in. If a long word occur toward the end of a line, rather than spoil the effect by writing part of the word over the margin, divide the word into two by means of a hyphen and carry the second part down to the next line. But when doing this see that the word is divided properly, *e. g.*—

Announcement may be divided into	*an-nouncement*	not	*anno-uncement*	
	or		or	
	announce-ment		*announ-cement.*	
Indisposition ,, ,,	*indis-position*	not	*indi-sposition*	
	or		or	
	in-disposition		*indisp-osition.*	
Remuneration ,, ,,	*re-muneration*	not	*remu-neration*	
	or		or	
	remuner-ation		*remune-ration.*	

The whole of a person's name, e. g. : *Mr. W. J. Foster* should be written on the same line. Do not put *Mr.* or *Mr. W. J.* on one line and *W. J. Foster* or *Foster* on the other.

Also do not mass the writing either at the top or bottom of the page, but centre it nicely so that it presents a balanced appearance.

Another very common fault in letters is *Sloping lines*, whereas they should be parallel and equidistant apart. Attention to this last point will make a great difference to the general appearance of the letter.

Proper Paragraphing has already been referred to, but it will not be out of place here to repeat that the first line of each paragraph should commence a little nearer (say, half an inch) to the right-hand side of the paper than the rest of the lines.

The Address and Subscription.—The letter should bear the name and address of both the sender and the person or firm for whom it is intended. The name and address of the sender are usually *printed* on the letter paper, together with other particulars, such as the Telegraphic Address, the Telegraphic Codes used, and the Telephone number.

The name and address of the person for whom the letter is intended should appear either near the top or the bottom of the left-hand side of the paper. If the letter be a lengthy one and Continuation Sheets are used, the name and address should also be written at the head of each Continuation Sheet.

Be careful always to write the full address, including the number of the house and the name of the street and town.

Avoid such vague addresses, as, *e. g.*—

Mr. John Pearson,
London.

Your employer may possibly do business with two or three *John Pearsons* in London, and when the letter is copied with such incomplete address it might therefore be difficult to locate the particular *John Pearson* to whom the communication refers. Besides, it may be the work of another clerk to address the envelopes, and there is a resultant waste of time while he is looking up the full address.

The mode of address varies.

Writing to a **Tradesman** it would be, *e. g.*—

Mr. Robert Ford,
Draper & Hosier,
17 *High St.,*
Maidstone.

Note the Comma after the name of the street, and the Full Stop after the town. If it be necessary to add the county there would be a *Comma* after the town, and a Full Stop after the county. Further, if the name of the country or province be added the Full Stop would come after the country or province.

You would begin this letter to *Mr. Robert Ford* with—

Dear Sir, (Note the Comma after Sir)

and conclude with—

Yours faithfully, (Note the Comma).

When writing to a **Firm** the address would be, *e. g.*—

Messrs. James Wright & Sons,
Sparkhall Works,
Bermondsey,
London, S.E.

Exception.—*Messrs.* should never be written before the names of firms trading under an impersonal title, as, *e. g.* : The Perfect Glove Co., The Eureka Pneumatic Tyre Co.

Begin a letter to a firm with—

Dear Sirs, or *Gentlemen,* (never *Gents.*)

and conclude with *Yours faithfully,*

When writing a business letter to a **Lady** begin—

Madam, (or if on intimate terms: *Dear Madam*,)

and conclude with *Yours faithfully*,

In the case of large **Corporations** or **Companies** it is usual to address particular functionaries or heads of departments under the title of their office, *e. g.*—

The Secretary,
Gas Light & Coke Company, Ltd.,
Horseferry Rd.,
Westminster, S.W.

The General Manager,
Great Northern Railway,
King's Cross, N.

The Chief Accountant,
Bank of England,
Threadneedle St., E.C.

Note.—If the writer and the person to whom the letter is addressed are both resident in London, it is usual to omit the word "London" and to write simply the Borough and the Postal District, *e. g.*—

Hornsey, N. *Bermondsey, S.E.* *South Hackney, N.E.*

If writing to a **Private Gentleman** or **Graduate** of a University it is customary to address him, *e.g.* as follows—

James Appleton, Esq.,
The Chase,
King's Langley,
Herts.

Begin—*Sir*, (or if on intimate terms: *Dear Sir*, or more ceremoniously: *My dear Sir*,)

and conclude as the case may be with—

I am, or *We are,*
Sir, *Sir,*

Yours faithfully, / *Yours obediently,* / *Yours respectfully,*

Yours faithfully, / *Yours obediently,* / *Yours respectfully,*

Note.—Always write the word *faithfully* in full. Do not abbreviate it into *fthly*. The Alternatives *obediently* and *respectfully*, implying a humbler attitude, are much in favour with some business men, especially when soliciting orders or submitting samples.

A **Professional Man** should be addressed as, *e. g.*—

Dr. Howard Phillips, or
Howard Phillips, Esq., M.D.
Richard Johnson, Esq., M.A.

Begin—

Sir, (or if on intimate terms: *Dear Sir*, or *My Dear Sir*,), and conclude with *Yours faithfully*, or *Yours truly*, if on intimate terms.

When writing to a **Clergyman** always give, if possible, his Christian name or initial. When only his surname is known, address him as, e. g. *Rev. Mr. Parker* (never Rev. Parker).

Begin: *Rev. Sir*, and conclude with *Yours faithfully*, or *Yours obediently*.

A few of the more common forms of addressing **Persons of Rank** are here appended—a full list being obtainable from any good dictionary—

Knight; address as, *e. g.*—

Sir James Robinson (sometimes *Kt.* is added after the name).

and if he be possessed of an order add that to his name, *e. g.*—

Sir Stuart Kenworthy, K.C.B., K.C.M.G.

Begin: *Sir*, and conclude with *Yours obediently*, or *Your obedient servant(s)*,

Note.—The Christian name as well as the surname *must* be written. Be especially careful to observe this rule when the name is a compound one, *e. g.*—

Sir James Crichton-Browne.

Baronet; address and conclude as to a Knight, with the abbreviation Bart. after the name, as, *e. g.*—

Sir John Richard, Bart.
Sir Philip Stanford, Bart., K.C.S.I.

Note.—The wife of a Baronet or a Knight is entitled to be referred to as *Your ladyship*, but begin the letter: *Madam*, and conclude with—

I am, or (*We are*),
Madam,
Your obedient servant(s),
or
Yours obediently,

I am, or (*We are*),
Your ladyship's
obedient servant(s),

Member of Parliament; address as *Esq.*, if possessed of no higher title and add *M.P.*, e. g.—

James Welsh, Esq., M.P.
Sir Charles Wainwright, M.P.

Begin: *Sir*, and conclude with *Yours obediently*, or *Your obedient servant*,

Note.—Esq. is nowadays, by courtesy, applied to many people who have no sort of claim to it. Being, in reality, the lowest title of rank, it obviously should never be placed after the name of any one possessing a higher status. Therefore never write it after the name of a Baronet, or a Knight, nor after that of an Honourable, or a Right Honourable, nor, of course, after professional titles like Rev., Dr., Lieut., Capt., etc.

Lord Mayor; **Lord Provost**; address, *e. g.* as—

The Right Hon. The Lord Mayor of London,
The Right Hon. The Lord Provost of Edinburgh,

Begin: *My Lord*, or *My Lord Mayor*, or *My Lord Provost*, and conclude with—

Your lordship's obedient servant,

Mayor; address, *e. g.* as—

The Worshipful the Mayor of Lincoln,

Begin: *Sir*, and conclude with—

Your Worship's obedient servant,

Consuls. English Consuls have no special form of

address. Simply address them if they have no higher title, as, *Esq.*, and begin *Sir*, e. g.—

Richard Johnson, Esq.
H.B.M.'s Consul.

American Consuls, however, are entitled to be called Honourable—

The Honourable James Whitney (do not add *Esq.*)

Members of Congress are addressed in the same way.

Additional Points.—After the Salutation (*Dear Sir, etc.*) it is customary, if the letter be in answer to another one, to begin by acknowledging the receipt of that letter by such phrases as—

We beg to acknowledge the receipt of your letter of the 6th inst.,
We have pleasure in acknowledging the receipt of . . .
We take pleasure, do.
In reply to your letter of the 6th inst.,
With reference to
Referring to } *your letter of the 6th inst.,*
Replying to
In response to your inquiry,

Other variants will be found among the Specimen Letters.

Again, it is a good plan, if the letter refer to a particular subject that has been discussed in one or two previous letters to head it with the name of the subject matter—

Re Consignment of Table Covers.
Re Claim for Ullage Cases.
Re Contract for Five tons Tin.

At the end of the subject matter, and just before the Subscription, such phrases as the following may be used when appropriate—

Thanking you in anticipation,

Thanking you in anticipation of an early reply,
Apologising for troubling you,
Awaiting the favour of your esteemed commands,
Awaiting the favour of your esteemed orders,
Trusting to be favoured with your esteemed orders,
Trusting to hear further from you,
Awaiting the favour of your reply by return,
Assuring you of our best attention at all times,
Soliciting your valued orders,

Other phrases in use will be found amongst the Specimen Letters.

These phrases should be *indented* and should be followed by the words—

I (or *We*) *remain*, or *I am*, (or *We are*,) before the Subscription, *Yours faithfully*, etc.

Signature.—As a general rule a Principal or Partner in a firm does not sign postcards and the numerous brief, unimportant letters—such as acknowledgments of orders or cheques received, and the like. This routine correspondence is signed by the clerk responsible for it, who writes the name of the firm (if a rubber-stamp be not used) with his own initials prefixed by *per.* (or *p.*) underneath, thus—

Yours faithfully,
Arkwright, Morton & Phipps.
per J. W.

Note.—Sufficient space for the signature should always be left at the bottom of the paper. *On no account* should the Subscription and Signature be written overleaf, apart from the body of the letter.

All important letters are signed by the Principal or a Partner, who simply subscribes the name of his firm. If a rubber-stamp be used, the name or initials of the Principal or Partner signing are added underneath.

Secretaries and other officials of Companies sign their name with the title of their office underneath, after the name of the Company, which is very often impressed with a rubber-stamp.

Note.—When the writer of a letter is a lady, and *provided that the answer is to be sent to her personally,* it would save confusion to prefix *Mrs.* or *Miss* in brackets before the signature thus : (*Miss*) *J. A. Simpson.*

Power of Procuration.—It sometimes happens, however, that in order to avoid delay, owing to the absence or illness of the Principals, the Manager or Chief Clerk is authorised, by a legal instrument known as *a power of attorney,* to sign in the place of a member of the firm. In such cases the form of signature would be—

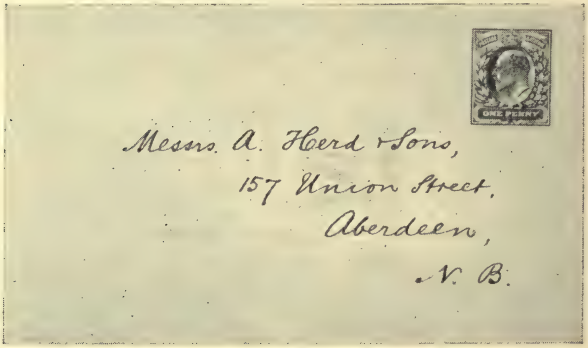
Arkwright, Morton & Phipps. or *Arkwright, Morton & Phipps.*
pp. James Webster. *per pro. James Webster.*
(*pp.* or *per pro.* standing for the words *per procurationem.*)

Junior Clerks should never prefix *pp.* to their initials. They are only entitled to *p.* or *pro.*

Addressing Envelopes.—In addressing envelopes the name of the person or firm to whom the letter is addressed stands first, followed by the street, town (and country, if necessary). The address should be nicely centred and each line indented. A Comma is placed at the end of each line, preceded by a Full Stop if any word be abbreviated. After the last line a Full Stop only.

Enclosures.—When any documents are to be enclosed with a letter it is proper to indicate the fact, either at the left-hand top or bottom of the letter, by the abbreviated word *Enclo.*, or *Enclos.*, if more than one, preceded by the figure representing the number enclosed. Before sealing the envelope it is very important to ascertain that all enclosures referred to in the letter are included.

Here follows a specimen addressed envelope:—



Folding Letters.—The careful folding of letters may seem to the inexperienced student a very small matter indeed, but this is by no means true. Many a neatly-written and thoughtfully worded letter has been spoilt in appearance by the untidy manipulation of the clerk whose duty it was to fold it.

The most common sizes for business note paper are: Large Post Octavo (La. Post 8vo), Large Post Quarto (La. Post 4to) and Foolscap (Fcp.).

Large Post 8vo measures 8″ × 5″
Large Post 4to „ 10″ × 8″
Fcp. „ $12\frac{3}{4}$″ × 8″

For the 8vo and 4to letter paper what is known as a Commercial Envelope, measuring $5\frac{1}{2}$ ins. × $3\frac{1}{4}$ ins. is used.

A La. Post 8vo should be folded into three equal parts in the direction of its length, and a La. Post 4to into two (which converts it into a double 8vo sheet), and then, as a La. Post 8vo, folded into three in the direction of its length.

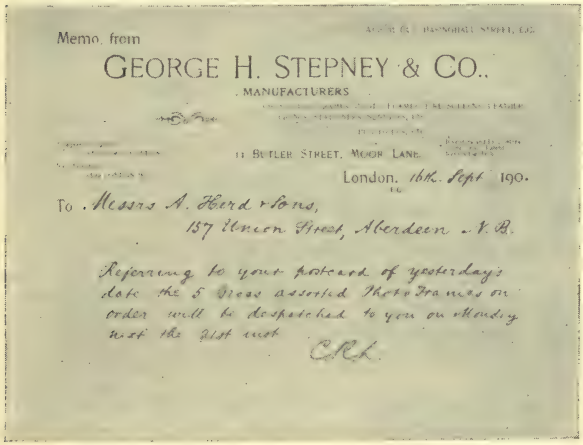
A Foolscap Sheet is folded into four equal parts in the direction of its length and then put into a *Foolscap* Envelope.

There are, of course, many other sizes both of paper and envelopes, but these are mostly used for special purposes.

Memorandum Forms.

Memo. forms printed with the sender's name and address, and with a space for the date and the name and address of the addressee are often used for brief, unimportant communications. Letters written in this way do not require a signature.

This is a common style of Memo. form—


Memo. from

GEORGE H. STEPNEY & CO.

MANUFACTURERS

11 BUTLER STREET, MOOR LANE.

London, 16th Sept 190.

To Messrs A. Herd & Sons,
157 Union Street, Aberdeen N.B.

Referring to your postcard of yesterday's date the 6 Brass assorted Photo Frames on order will be despatched to you on Monday next the 21st inst.

C.R.L.

Telegrams.

The accurate and economical writing of Telegrams forms a very important part of a clerk's duties. Much money may be wasted by lack of condensation, and

much valuable time lost by ambiguity in the wording. In telegram writing grammatical form is not of much account, but *clearness is essential.* As every word costs money the clerk who has to write telegrams should learn to express himself in the fewest possible words, but on no account must *clearness be sacrificed to brevity.*

The only object of a telegram is to save time, so, if it be not worded clearly, and correspondence or other explanatory telegrams have to pass between the parties in order to ascertain the real meaning of the original wire, its sole purpose is lost.

The first thing to do in telegraphing is to pick out the *essential* words and to wire those only: for example, suppose you have to telegraph an order which, if written, would appear as follows—

Please book me for immediate delivery :—
500 *No.* 58 *Rockingham Quilts* @ 15/6 *each.*
150 *No.* 62 *Derby* ,, @ 22/9 *each.*
Less 2½% *discount delivered free.*

The essential words and figures that need be telegraphed are—

Book 500 58 *Rockingham Quilts* 15/6 150
62 *Derby* 22/9 *less* 2½ *free delivery immediate*

(It might not be necessary to wire even the word Quilts.) Take another example—

We regret to say that the 2 *tons Copper Rods ordered by us on the* 6*th July for delivery within one week are not yet to hand. If you cannot deliver at once please cancel the order as we shall be compelled to buy elsewhere. Kindly let us know by return.*

The words necessary for telegraphing would be—

Two tons Copper Rods ordered sixth July delivery

within week not received if not ready cancel order wire reply.

Note.—It is always better to express figures, where possible, by words, especially in wiring market prices where the correct transmission of the exact figures is most important; e.g.: *Fifty-three* is much less likely to be altered in transmission than the figures 53, which a careless telegraphist at the other end might make to look more like 35 than 53. Of course, when the telegram is a long one and the figures numerous, such a course may add considerably to the expense.

Care in wording telegrams.—It is often desirable that a telegram should be understood only by the person to whom it is addressed, and, in such cases great care should be exercised in selecting the words, especially if the wire be a request for money. Any carelessness on the part of the transmitting clerk may result in serious reflection upon the receiver's honesty or financial position, and, in this connection, it is important to remember that expressions which would pass under cover of an envelope, might, when dispatched by means of the less private telegraph, be considered an insult and end in an action-at-law.

A common method of ensuring secrecy in messages sent by telegraph is to employ a cipher or code, either one of the recognised codes (such as the A B C, Lieber's, X Y Z, etc.) or a private one arranged between the correspondents. In this way much money can be saved, as very often one word can by agreement do duty for a whole sentence (see letter No. 113 for example).

INDEXING AND PRÉCIS WRITING.

Indexing.—It is the practice in Government offices to record by means of Indexing the correspondence received. These Indexes are made out on paper ruled in four columns.

Column 1 gives the number of the letter.
„ 2 „ the date and place of despatch.
„ 3 „ the parties to the correspondence.
„ 4 „ the subject of the letter.

The subject-matter of the letter must be recorded as *briefly as possible*, but nothing of importance should be omitted. By means of this indexing, references to correspondence are greatly facilitated. In the following example note that the description of the letter begins with a *present participle*, a practice which should always be followed where possible.

SPECIMEN OF INDEX.

No. of Letter.	Date and Place.	Names of Correspondents.	Subject-matter.
1	Feb. 25, 1891 Brussels	Lord Vivian to the Marquis of Salisbury	Enclosing extracts from Reports of Central Section of Chamber of Deputies and Committee of Senate on effect of proposed French Tariffs on Belgian trade, and steps to be taken by Belgium.

Lord Vivian to the Marquis of Salisbury.—(*Received February* 26.)

Brussels, February 25, 1891.

My Lord,

With reference to my preceding despatches on the subject of the denunciation of the Treaty of Commerce between France and Belgium, I have the honour to inclose extracts from the Reports of the Central Section of the Chamber of Deputies, and of the Committee of

the Senate on the subject of the effect of the proposed French Tariffs on Belgian trade and industry, and stating the steps which the Government have taken and propose to take to meet the ultra-protectionist policy of France.

Your Lordship will observe that the Central Section of the Chamber, which reflects the views of the majority of the House, expresses its opinion that, "having regard to the attitude of France, the Government is bound to show great firmness, the favours of our Tariffs and Conventions being intended for those who treat us favourably, and not for others," and that the Commission of the Senate demands the denunciation by Belgium of all arrangements based on reciprocal concessions, bearing on her commercial relations with France.

I have, etc.,

(Signed) VIVIAN.

Précis Writing, also practised chiefly in Government offices, is the condensing or summarising in narrative form, and in the précis-writer's own words, the contents of letters or documents, so that such contents may be quickly assimilated without reference to the originals.

Such précis are great time-savers to a busy Chief of Department or Manager of an Office, as they enable him quickly to grasp the significance of a mass of correspondence without the labour of wading through the whole of it.

It is clear, therefore, that *much responsibility* rests upon the précis-writer, for a badly-prepared digest may waste rather than save time, while one that omitted or distorted important particulars is quite likely to result in considerable financial loss.

Success in précis-writing requires sound judgment, and something of the journalistic instinct for separating important and unimportant details. The précis must be

brief, complete and lucid. The writer should, first of all, go through the whole of the correspondence, making fairly full notes of its important points. With these facts firmly established in his mind he should prepare a rough draft, taking especial care to avoid any ambiguity of expression. This rough draft should then be carefully revised, and any unnecessary details struck out, after which a fair copy of the précis should be made.

POST-OFFICE INFORMATION.

In many books dealing with the subject of Commercial Correspondence considerable attention is devoted to the detailing of the various Postal, Telegraphic and Telephonic charges and arrangements. This the author of the present book considers to be an unwise utilisation of the limited space at his disposal, chiefly because such information is likely so soon to be out of date and therefore misleading. To take a case in point—at the time of going to press the minimum charge for letters between this country and the U.S. has been reduced from $2\frac{1}{2}d.$ to $1d.$

The proper source for all such information is the Post-Office Guide, published at $6d.$ quarterly, and obtainable at any Post-office. The student is recommended to get a copy, and read carefully the sections dealing with Letter Post, Halfpenny Packet Post, Parcel Post, Re-direction of Correspondence, Registered Correspondence, Late Fee Letters, Telegrams and Telephones, Money Orders and Postal Orders. The Tables, also, at the end, giving the approximate times occupied in transmission of Letters and Parcels abroad, etc., are well worth study.

SPECIMEN LETTERS

Note.—The student will observe that the addresses and signatures are, to save space, abbreviated. The correct forms will be found described in the preliminary part of the book.

APPLICATIONS FOR SITUATIONS.

1.—Application for Junior Clerkship.

London, 17*th Sept.*, 19 . .

Mr. James Welsh,
London.

Sir,

With reference to your advertisement in to-day's *Daily Telegraph* for a junior clerk, I beg to offer myself for the post. My age is 16. I was educated at King's College School, where I passed the Junior Cambridge Local Examination, and also obtained a Certificate in Handwriting and Correspondence, and a second class in Advanced Arithmetic from the Society of Arts.

Since leaving school, nine months ago, I have attended Typewriting and Shorthand classes, and have now attained a speed of sixty and ninety words respectively.

I am very anxious to get into a merchant's office in order to fit myself for a commercial career, and should my application be successful, I will do my best to give you satisfaction. The salary I should require would be 10*s.* a week as a start.

ours respectfully,
Richard Wilkins.

2.—Another Application for Junior Clerkship.

Liverpool, 12th Jan., 19 . .

MR. EDWARD WATKINS,
LIVERPOOL.

Sir,

In reply to your advertisement in to-day's *Liverpool Courier*, I beg respectfully to offer my services for the vacant appointment of Junior Clerk.

I am just over fifteen years of age and have left school about nine months, during which time I have been striving to make myself proficient in Shorthand and Typewriting, and have now attained a speed of ninety and sixty words a minute respectively.

While I was at school I gained first place in Arithmetic, and also received a prize for Elementary Bookkeeping, and have, besides, a fair general knowledge.

My late Headmaster, Mr. John Cathcart, of the Higher Grade School, Garston, will, I am sure, speak favourably of me, and I am also permitted to refer you to the Rev. T. W. Symes, M.A., Vicar of Holy Trinity, who has known me all my life.

Soliciting the favour of an interview, and assuring you that if appointed I will do my best to give you satisfaction,

I remain, Yours respectfully,
ANGUS MACLEOD.

3.—Application for Clerkship.

London, 12th Jan., 19 . .

MR. ALFRED BEVAN,
LONDON.

Sir,

In answer to your advertisement in to-day's *Daily Telegraph*, for a clerk, I beg to apply for the vacancy.

I am twenty-five years of age, and for the past eighteen months have been in the office of the Dunnill Pneumatic Tyre Co., of Cannon Street, E.C., whose employment I left, of my own accord, a fortnight ago. I am sure they will give me a good reference. My speed as shorthand writer and typist is 120 and 70 words a minute respectively. I have a sound knowledge of book-keeping by double entry, having, some six years ago, taken a Senior Certificate at the London Chamber of Commerce Examination. I should require a commencing salary of 30*s.* a week.

Soliciting the favour of an interview, and assuring you that, if successful, I should endeavour to give you every satisfaction,

I remain,

Respectfully yours,

JAMES BROWN.

4.—Application for Foreign Correspondence Clerkship.

London, 12*th April*, 19 . .

MESSRS. FENNELL & CO.

Gentlemen,

In answer to your advertisement in to-day's *Daily Telegraph* for a foreign correspondence clerk, I beg to tender my services.

I was born of English parents in Paris, and have passed several years of my life in Mannheim and Cologne, and can speak and write French and German with fluency, besides having a sufficient knowledge of Spanish.

I am 32 years of age, and for the past four years have been correspondence clerk to Messrs. Sauret et Cie., of 31 Mincing Lane, E.C., who have extensive foreign connections, especially with France and Germany. During

the whole of the time I was in their employ I had sole charge of their continental correspondence. I left them a fortnight ago owing to a disagreement with the principal, Mr. François Sauret. In spite of this, however, I feel certain they will speak well of me, and of my work. I should require a salary of £150 a year to begin with.

Assuring you that if my application be successful I will do my very best to please you,

I remain, Yours respectfully,

JAMES MAHON.

5.—Reply to Application for Correspondence Clerkship.

13*th April*, 19 . .

MR. JAMES MAHON,
LONDON.

Dear Sir,

We are in receipt of your letter of yesterday's date, and if you are still disengaged, we shall be glad to see you at this office, at about 11 o'clock to-morrow (Wednesday) morning, when we will consider your application.

Yours faithfully,

FENNELL & Co.

6.—Application for Town Traveller's Post.

London, 7*th Feb.*, 19 . .

MESSRS. FARNLEIGH & JAMES,
WOOD STREET, E.C.

Gentlemen,

Referring to your advertisement in this week's *Draper's Record* for a Town traveller, I beg to offer you my services.

I am 30 years of age, of fairly good height and appearance, and for seven years have been one of the London

representatives of Messrs. Armsgrove & Pulling, of Friday Street, whom I am leaving for a reason which I will disclose in confidence.

I am on very good terms with most of the buyers in the large London drapery establishments, especially those in the West End, and feel confident that I could easily, as a representative of your enterprising house, increase the turnover of about £20,000 I have with Messrs. Armsgrove & Pulling.

My references are unimpeachable, and should you grant me an interview I think I can induce you to accept my services. The salary I should require would be £200 a year, with the usual expenses, and a 1% commission on all sales.

Yours faithfully,

ROBERT RANSOME.

7.—Appointment of Manager of London Office.

Bradford, 1st Jan., 19 . .

MR. ARTHUR HYLAND,
"THE LAURELS,"
SYDENHAM HILL, LONDON.

Dear Sir,

With regard to our recent interviews we have the pleasure to inform you that we have decided, subject to your references proving satisfactory, to appoint you to the Managership of our London office.

The engagement is to be for twelve months certain from date hereof, and thereafter to continue, subject to six months' notice in writing on either side. The salary is to be £350 p. a., payable monthly, and a commission of 1¼% on all sales in excess of £15,000 p. a., to be made up and settled once a year only, viz. on the 31st December.

Your office hours will be from 9.30 a.m. till 6 p.m. (Saturdays, 2 p.m.), with an hour daily for lunch, to be taken at a regular fixed time. The summer holiday is to be three weeks, by arrangement with the head office.

You are not to absent yourself from the office without due cause, or leave first being obtained; not to be interested in any other business, and not to divulge any trade secret or detail of our business that may come to you in the course of your engagement. On the other hand, you agree to give us your whole time and best services, cheerfully to obey all our reasonable commands and instructions, and generally to set before your subordinates a high example of loyal, faithful and energetic service. It is understood that you will facilitate our taking out, at our own cost, a guarantee for £1,500. All claim to commission is to cease with the termination of your engagement.

Yours faithfully,

OLDFIELD & WARBURTON.

8.—Note enclosing terms of appointment of Manager.

Bradford, 1*st Jan.*, 19 . .

MR. ARTHUR HYLAND,
"THE LAURELS,"
SYDENHAM HILL, LONDON.

Dear Sir,

Enclosed we hand you letter setting forth the terms of your engagement with us. Our Mr. Oldfield will be at 37 Milk Street first thing on Monday morning to introduce the staff to you, and instruct you in the details of the business.

Yours faithfully,

OLDFIELD & WARBURTON.

LETTERS RELATING TO REFERENCES.

9.—Application for Warehouseman's Reference.

London, 17*th Aug.*, 19 . .

MESSRS. R. BURCHIN & SONS,
LONDON.

Dear Sirs,

James Smith has applied to us for a situation as Warehouseman, and refers us to you. He states that he was in your employ about eighteen months, and left last Saturday because of a reduction in the staff. We should esteem it a favour if you would kindly let us know by return whether his statements are correct, and whether you found him honest, punctual, sober, and tidy in his work.

Please find stamped addressed envelope enclosed.

Assuring you that anything you say will be treated as strictly private and confidential,

We remain, Faithfully yours,
JAMES WILCOX & GIBBS.

10.—Unfavourable Reference.

London, 18*th Aug.*, 19 . .

MESSRS. JAMES WILCOX & GIBBS,
LONDON.
Private and Confidential.

Dear Sirs,

With reference to your letter of yesterday's date, we beg to say that James Smith was in our employ for about six months, and was discharged six weeks ago because we were not at all satisfied with him.

Yours faithfully,
R. BURCHIN & SONS.

11.—Favourable Reference.

London, 18*th Aug.*, 19 . .

MESSRS. JAMES WILCOX & GIBBS,
LONDON.

Dear Sirs,

In answer to yours of yesterday, we beg to say that James Smith was in our employ about eighteen months, and was, much to our regret, discharged last Saturday, owing to slackness of trade. During the time he was with us we always found him a most conscientious worker, very punctual, and, as far as we know, strictly honest.

We had an excellent five years' reference with him.

Yours faithfully,
R. BURCHIN & SONS.

12.—Reply referring to former employers.

London, 18*th Aug.*, 19 . .

MESSRS. JAMES WILCOX & GIBBS,
LONDON.

Dear Sirs,

James Smith was in our employ about three months, and was discharged last Saturday. We beg to refer you for any further information to his former employers, Messrs. Alfred Coulson & Co., 25 Birchin Lane, City, E.C.

Yours faithfully,
R. BURCHIN & SONS.

13.—Letter of Engagement.

London, 19*th Aug.*, 19 . .

MR. JAMES SMITH,
LONDON.

Dear Sir,

With reference to your application for a situation as Warehouseman, we beg to say that we have taken up

your reference with Messrs. Burchin & Sons, and find it satisfactory. We have therefore decided to give you a trial, and shall be glad if you will commence your duties here at 9 o'clock, next Monday morning. Your wages, as arranged, are to be 20*s.* a week, living in. Please acknowledge receipt of this letter.

Yours faithfully,

JAMES WILCOX & GIBBS.

14.—General Reference.

25 *Kalbadevi Road,*

Bombay, 14*th Oct.*, 19 . .

This is to state that Mr. Arthur Rowsell has been in my employment for about fifteen years as draughtsman and confidential clerk, at my office in Albert Street, Westminster. During the whole of that time I found him a most trustworthy servant, very steady in his habits, a good shorthand writer and typist, a very good tracer and printer, and a competent finisher of drawings as well.

His only reason for leaving my service was that I accepted a position in India, and he did not see his way to leave this country.

While he was with me I had every confidence in him, and did not scruple to leave him in sole charge of the office when I was away.

EDWARD FILEY.
M. Inst. C.E.

15.—Letter asking New Customer for Trade References.

Leicester, 13*th April,* 19 . .

MESSRS. AYLESBURY & CROWTHER,
NOTTINGHAM.

Gentlemen,

With reference to your esteemed order, which is now in hand, we have to inform you that it is our

invariable custom, when opening new accounts, to be favoured with a couple of trade references. Inasmuch as we have not had the pleasure of doing business with you previously, we shall be glad if you will conform to this, and let us have the necessary information at your early convenience.

Thanking you in anticipation,

We remain, Yours faithfully,

RICHARDSONS, Ltd.

16.—Letter taking up Customer's Reference.

London, 3rd Apr., 19 . .

MESSRS. PARSONS & LOVE, LTD.,
LONDON, E.C.

Dear Sirs,

Messrs. Diprose & Co., of Southend-on-Sea, have asked us to open an account with them, and give us your name as a reference. Will you therefore kindly inform us if, in your opinion, we may safely credit them, say, to the extent of £100, and also whether they are prompt in their payments ?

Please find stamped addressed envelope enclosed.

Thanking you in anticipation of your reply, and assuring you that we shall be pleased at any time to be able to render you a like service,

We are, Dear Sirs,
Yours faithfully,
BROWN & ROBERTSON, LTD.

17.—Unfavourable Reference.

London, 3rd Apr., 19 . .

MESSRS. BROWN & ROBERTSON, LTD.,
LONDON.

Dear Sirs,

In answer to yours of even date, we must express

our surprise that Messrs. Diprose & Co. should take it upon themselves to give our name as a reference. The firm in question has never had an account with us; as far as we know they are sound enough, but we have no certain knowledge of their true financial position. The only transactions we have had with them during the past eighteen months are two small orders, both of which were paid for in cash on delivery of goods.

Regretting our inability to assist you in this matter,

We remain, Yours faithfully,

PARSONS & LOVE, LTD.

18.—Favourable Reference.

London, 3rd April, 19 .

MESSRS. BROWN & ROBERTSON, LTD.,
LONDON.

Dear Sirs,

In reply to yours of even date respecting Messrs. Diprose & Co., we have much pleasure in stating that they are a small but highly respectable firm, and very old and valued customers of ours, having been established close upon thirty years. They do not as a rule take their cash discounts, but are very prompt in payment at the net dates. We ourselves have no hesitation in giving them credit to an amount considerably beyond the sum you mention.

Trusting that this information may be of use to you,

We remain, Yours faithfully,

PARSONS & LOVE, LTD.

CIRCULAR LETTERS RELATING TO INTERNAL BUSINESS ARRANGEMENTS.

19.—Dissolution of Partnership. Third partner still carrying on business.

Bradford, 17*th May*, 19 . .

MESSRS. FORWOOD & CO.,
HULL.

Gentlemen,

We, the undersigned, beg to inform you that the partnership lately existing between us and Mr. R. P. Price, under the style of Messrs. R. P. Price & Co., of 57 Rood Lane, has been dissolved by mutual consent, as from the above date.

Mr. C. A. Prince, F.C.A., who has been appointed Liquidator of the late firm, will discharge all liabilities, and all accounts due to the late firm must be paid to him.

Mr. R. P. Price will still continue to do business under the same style of Messrs. R. P. Price and Co., at the same address, but we are in no way responsible for any contracts entered into by him from the above date.

Yours faithfully,

J. A. SMITH,
ROBERT RUTHIN.

20.—Retirement of Partner.

Bristol, 20*th May*, 19 . .

MESSRS. JOSEPH PARKER & SONS,
READING.

Gentlemen,

We beg to inform you that our Senior Partner, Mr. E. S. Clarke, who, through ill-health, has for some time past ceased to take any active part in the manage-

ment, will, on the 31st May next, retire altogether from business.

No change will be made in the name of the firm, which will be continued as heretofore under the style of—

E. S. Clarke & Co.

We trust that the confidence you have hitherto reposed in the firm will be in no way diminished by the altered arrangements.

Thanking you for past favours and hoping for a continuance of the same,

We beg to remain,

Yours faithfully,

E. S. Clarke & Co.

21.—Admission of New Partner.

Portsmouth, 13th May, 19 . .

Messrs. A. Holdron, Ltd.,

York.

Gentlemen,

I have pleasure in advising you that, owing to the large increase in my business engagements, I have taken into partnership my senior traveller, Mr. S. Wainwright, who has been a representative of this firm for the past twenty years, and is thoroughly conversant with all its details of management. The name of the firm will remain as before.

Thanking you for your kind support and hoping for a continuance of the same,

I beg to remain,

Yours faithfully,

Arthur Waugh & Co.

Arthur Waugh.

Mr. S. Wainwright will sign :

Arthur Waugh & Co.

22.—New Partner advising his own Customers.

Portsmouth, 13*th May*, 19 . .

MR. PHILIP THWAITES,
BRIGHTON.

Dear Sir,

As you will see from the enclosed circular, I have been taken into partnership by Mr. Arthur Waugh, and shall consequently have to deny myself the privilege of a regular call upon you. I feel confident, however, that you will accord to my successor, Mr. Thomas Holding—whom I hope to have the pleasure of personally introducing to you within the next week—that consideration and support which you have, for so many years, given to me. Thanking you,

I beg to remain,
Yours truly,
S. WAINWRIGHT.

23.—Death of Partner: New Partner admitted.

Glasgow, 1*st May*, 19 . .

MESSRS. M. POWER & SON,
SUNDERLAND.

Dear Sirs,

I beg to inform you that, owing to the decease of my friend and partner, Mr. William Morris, I have taken into partnership Mr. Robert Custance, late of Messrs. Rowbotham & Co., 19 Renfield Street, Glasgow, and with his co-operation will carry on this business under the style of—

Smithson & Custance.

All accounts of the late firm of Smithson & Morris will be settled by Mr. Custance and myself.

Thanking you for the support you have hitherto

accorded us, and trusting still to maintain our friendly business relations,

We are, Yours faithfully,
SMITHSON & CUSTANCE.

Mr. Smithson will sign:
SMITHSON & CUSTANCE.
Mr. Custance will sign:
Smithson & Custance.

24.—Admission of Son as Partner.

London, 28*th Jan.*, 19 . .

MADAME LAROLLE,
LONDON.

Madam,

We have great pleasure in advising you that, on and after the 1st prox., Mr. Walter Parton, eldest son of our senior partner, will be admitted a member of the firm, the style of which will be altered to that of Messrs. Parton, Son, & Walsh.

Thanking you for past favours and calling attention to the signatures at foot,

We remain, Yours faithfully,
PARTON & WALSH.

Mr. James Parton will sign: . . . . . .
Mr. Walsh will sign: . . . . . .
Mr. Walter Parton will sign: . . . . . .

25.—Retirement of Partner: power of procuration to chief clerk.

Swansea, 1*st June*, 19 . .

MR. W. FORTESCUE,
BIRMINGHAM.

Dear Sir,

I regret to inform you that my esteemed partner,

Mr. James Wilson, has, owing to continued ill-health, decided to retire, and this business will accordingly be carried on, as from the above date, under the same style by myself alone.

I have, however, granted power of procuration to my chief clerk, Mr. Percival Chambers, whose signature is appended below.

Thanking you for your kind support in the past, and trusting to merit its continuance,

I remain, Yours faithfully,

FREDK. RICHARDS.

(Richards & Wilson.)

Mr. Percival Chambers will sign as follows:

Richards & Wilson,

pp. PERCIVAL CHAMBERS.

26.—Circular advising Dismissal or Resignation of Traveller.

Newcastle-on-Tyne, 1*st Dec.*, 19 . .

MESSRS. ANDREWS & HARVEY,

MANCHESTER.

Dear Sirs,

We beg to notify you that Mr. Robert Smart, who has been our South-West Lancashire representative for the past seven years, has now left our service, and has therefore no authority either to collect accounts or take orders on our behalf.

We have appointed in his stead our Mr. Seth James, who has for many years had control of our sale room, and is thoroughly conversant with the requirements of your particular district.

Mr. James purposes to call upon you some time this month with samples of our New Spring Novelties, which

we trust will sufficiently interest you to secure your esteemed orders.

Yours faithfully,

JOHNSON & Co.

Note.—The above letter would be particularly applicable in the case of a traveller who had been dismissed. If the traveller left of his own accord and was a valued servant, the first paragraph would be better expressed as follows:

It is with great regret that we have to inform you that Mr. Robert Smart, who . . . . past seven years, has now left our service.

We have appointed . . .

27.—Letter from Seller *re* Transfer of Business.

19 *Friday Street, E.C.,*
19*th July*, 19 . .

MESSRS. THORNCLIFFE & Co.,
BATH.

Gentlemen,

I beg to say that the business carried on by me for the past thirty years at the above address has been purchased by the old-established firm of Messrs. W. Roberts & Co., who will transfer it, as a new department, to their own well-known premises at 15 Wood Street, E.C., as from the 1st prox.

Messrs. W. Roberts and Co. have taken over the whole of my liabilities, stock, and book debts, so that I must ask you to forward to them all amounts due.

Trusting that you will favour them with the same generous support that you have always accorded to me, and wishing you every success,

Believe me to be,

Yours very truly,

JOHN STAPLES

28.—Letter from Buyer *re* Transfer of Business.

15 *Wood Street, E.C.,*
19*th July*, 19 . .

MESSRS. THORNCLIFFE & Co.,
BATH.

Gentlemen,

We ask your kind attention to the enclosed circular, by which you will see that we have purchased the unique lace business carried on by Mr. John Staples for so many years.

We have been fortunate enough to retain the services of some important members of Mr. John Staples's staff, especially those of Mr. Stewart King, the lace buyer, and we trust, by following as closely as possible in the footsteps of Mr. John Staples to merit a continuance of your esteemed favours, and to make this new department as extensive and as well patronised as the older branches of our business.

Mr. John Staples's varied and beautiful stock of Laces and Ribbons will shortly be sold at special reduced prices. We shall take care to apprise you of the exact date, as soon as we can arrange matters.

Thanking you in anticipation of your kind inquiries,

We remain, Faithfully yours,
W. ROBERTS & Co.

29.—Circular announcing an Amalgamation of Business.

75 *Watling Street, E.C.,*
1*st July*, 19 . .

MESSRS. MORTIMER & Co.,
BRISTOL.

Gentlemen,

We have pleasure in announcing that, on and after the 31st July, our two firms of Messrs. Blake & Cosway, and Messrs. Nunn Brothers, hitherto carrying

on business at 19 Ryder Street, E.C., and 147 Watling Street, E.C. respectively, will amalgamate under the style of Messrs. Blake, Cosway & Nunn, and the combined firms will transfer their offices to more commodious premises at the above address, 75 Watling Street, E.C., to which all communications after the 31st inst. should be sent.

Trusting that the confidence you have hitherto reposed in us will be continued, and assuring you that nothing shall be lacking on our part to merit your favours,

We remain, Faithfully yours,

BLAKE & COSWAY.
NUNN BROTHERS.
(Now Blake, Cosway & Nunn.)

30.—Establishment as General Commission Agents.

Calcutta, 14th June, 19 . .

MESSRS. FETHRIDGE & Co.,
LONDON.

Gentlemen,

We have pleasure in announcing that we have established ourselves in this city as General Commission Agents and Merchants.

You will remember that our Mr. Frederick Summers represented for many years Messrs. James Roberts & Co., Cotton Spinners, Bolton, and did considerable business with your good selves in that capacity.

We venture to solicit a share of your favours with confidence, as, being in touch with all the leading merchants here, we are able to deal satisfactorily with any commissions with which you may entrust us.

In spite of the partial boycott of British Manufactures in Bengal, there is still a fine market for cotton goods, and if you would consign us a small trial parcel we are sure you will not be disappointed with the result.

Unimpeachable references as to our financial stability can be furnished. For the present, if you care to refer to Messrs. Jonathan Woodbridge & Co., of 14 Wood St., E.C., and Messrs. Bertram & Fawcett, 27 Friday St., E.C., they will be able to give you some preliminary information.

Awaiting the favour of your esteemed commands,

We remain, Gentlemen,

Yours faithfully,

SUMMERS & COX.

31.—Establishment of a New Branch.

London, 1*st May*, 19 . .

MESSRS. FREDERICK WORRALL & SONS,
LIVERPOOL.

Gentlemen,

We have pleasure in announcing that, owing to the large increase in the volume of our trade with the North of England, we have decided for the convenience of our customers to open a New Branch in Liverpool and have appointed as Manager our Mr. Alfred Fortescue.

Mr. Fortescue, who has been with us for the last twenty years, has been granted Power of Procuration, and we shall feel obliged if, instead of sending your kind inquiries and orders direct to our London Works, you will, in future, place them with him. He is, of course, quite conversant with all the details of manufacture, and will be able to answer all inquiries.

Thanking you for your valued support in the past, and hoping for its continuance,

We remain, Faithfully yours,

SWEETMAN & JONSON.

Mr. Alfred Fortescue will sign :

SWEETMAN & JONSON.
pp. Alfred Fortescue.

32.—Circular announcing Removal of Premises.

16 *High St., London, W.C.*
25*th Sept.*, 19 . .

MESSRS. JOSEPH CAIRD & SONS,
CHELTENHAM.

Gentlemen,

Owing to the expiration of our lease and the acquisition of the site by the L.C.C. for street-widening purposes, we have removed to the above address, immediately in the rear of our late premises.

Being actual manufacturers we are able to guarantee the uniform quality and excellent workmanship of our goods, and we shall be glad to be favoured, as before, with your esteemed orders, which shall always have our prompt and careful attention.

Thanking you for past favours and hoping for a continuance of the same,

We beg to remain, Gentlemen,
Yours faithfully,
BENJAMIN WAUGH & Co.

33.—Circular announcing Change of Address of Registered Company.

THE REX SULPHATE Co., LTD.,
147 GRACECHURCH ST., E.C.,
24*th July*, 19 . .

Change of Address.

I beg to inform you that the Directors of this Company have removed the Registered Offices from 49 Strand, W.C. to more central premises at the above address, to which all communications should in future be addressed.

Yours faithfully,
GEO. M. HAMMER,
Secretary.

34.—Traveller's announcements of approaching Calls.

London, 12*th Sept.*, 19 . .

MR. ERNEST TAYLOR,
IPSWICH.

Dear Sir,

I beg to inform you that I shall have pleasure in calling upon you on Monday next, the 15th inst., when I hope to receive your valued inquiries and orders.

Yours respectfully,
JAMES PARTON.

London, 7*th June*, 19 . .

MR. ERNEST TAYLOR,
IPSWICH.

Dear Sir,

We beg to inform you that our Representative, Mr. Wilfred Macdonnell, will have the pleasure of waiting upon you on Tuesday, the 9th inst., when the favour of your orders will be esteemed.

Yours faithfully,
E. H. CHAPMAN & CO., LTD.

Amount for collection £ . . .

35.—Stock-taking Circulars.

Newcastle, 20*th June*, 19 . .

MESSRS. FURLONG & CO.,
DURHAM.

Dear Sirs,

We shall be much obliged if, for the purpose of our Half-Yearly Stock-taking, you will send, not later than the 2nd prox., a statement of account up to and including the 30th June.

Yours faithfully,
ABEL HART & SONS.

36.—Stock-taking.

12 *High St., Edinburgh,*
23rd July, 19 . .

Please render by return of post a Statement of account less Returns and Discount, up to and including Saturday 18th July, and oblige.

WALTER FERRIS.

37.—Annual Stock-taking.

127 *Corporation St., Birmingham,*
30th Sept., 19 . .

Sirs,

Please note that our financial year ends on the above date, and that we close our books on 4th October.

Kindly render full Statement of our account immediately after the end of this month. If you have no account against us, a line to that effect will oblige.

Yours faithfully,

B. MACPHERSON & SCOTT.

TRADE CIRCULAR LETTERS.

38.—Wine Trade Circular.

Cognac, 24th Feb., 19 . .

Dear Sirs,

We are glad to be able to advise you that the 1906 Brandies are of very superior quality, comparable to those of the finest years in the last century, viz.: 1875, 1870 and 1865.

This fine vintage, succeeding the three good years of 1900, 1904 and 1905, completes and affirms the revival of the Cognac trade; further, it is quoted at a more moderate figure than has been possible for the last 25 years.

It is very gratifying to us that the reorganisation of our Company should thus coincide with so favourable a

moment for the restoration of the Brandy trade to its former high position. We are resolved to aid this resuscitation by quoting the lowest possible prices for A.C.R. Brandy—a type which in the pre-phylloxera years enjoyed so large a share of the English trade. By so doing we hope we may induce the English merchants to revert to their old habit of bonding new Brandy and holding it as an investment.

Our quotation for Vintage 1906 A.C.R. finest standard Brandy is 145 francs per hectolitre, first cost, subject to the usual Cognac charges and conditions—equal to about 6*s*. per gallon, in Hhds., f.o.b. Charente.

We guarantee all Brandies shipped under our Brand as "Pure Grape." The Vintage 1906, like those of 1904 and 1905, can be accompanied by the Government "Certificat d'Origine," under the law of 1903.

We take this opportunity of calling your attention to our revised prices, as annexed, for older Vintages, and remain,

Your obedient Servants,

A. C. Raminet et Cie.

39.—Laundry Trade Circular. Enlargement of Premises.

Madam,

In thanking you for your valuable and much-esteemed patronage in the past, permit us to inform you that we have recently rebuilt and greatly enlarged the whole of our business premises, every department of which is arranged for doing high-class work in the most approved style.

The Dry Cleaning, Carpet Beating and Renovating Departments have been largely increased, and all orders can now be executed in the best manner at short notice. Carpets cleaned by the recently installed Renovating

Machine have all the dust extracted and the colours brightened as when new.

All orders and commands entrusted to our care receive personal attention, and customers can depend upon promptness and careful execution of their wishes.

If you are desirous of any information, either as regards Laundry Work, Cleaning, Dyeing or Carpet Renovating, we shall be pleased to wait upon you and give you all particulars and advice if needed.

Hoping we may be favoured with your commands, which shall at all times have our utmost attention,

We are, Madam,

Your obedient Servants,

TRACEY & JONES, LTD.

40.—Forwarding Agent's Circular.

Rotterdam, 5th June, 19 . .

MESSRS. BRADY & DONOVAN, LTD.,

LONDON.

Gentlemen,

We received your esteemed Circular letter, dated 2nd inst., and have taken due note of contents.

We herewith take the liberty to offer you our services as forwarding agents in this port, hoping to be favoured with your esteemed commands in the near future. As you know we have exceptional experience in the forwarding of your kind of goods, and, moreover, are in the position to offer you the very lowest rates to all stations, so that you may at all times rest assured of the most careful handling and prompt reforwarding of your consignments.

Awaiting the favour of your esteemed commands which will always receive our best attention,

We are, Dear Sirs,

Yours faithfully,

OPPENHEIMER & ZEEL.

41.—Stationery Circular.

London, 11*th Aug.*, 19 . .

MESSRS. JAMES SMITH & Co.,
LEEDS.

Dear Sirs,

A short time ago we had the pleasure of supplying you with some goods from our Office Supplies Department, and we are now taking this opportunity of asking if we may be favoured with your inquiries for Stationery and Printing.

We have extensive Factories employing many hundred hands in London and the Provinces, so that we can grapple successfully with any order or contract however large.

As up-to-date Stationers and Printers we have a keen appreciation of the requirements of the day, and have every confidence that we could give you the fullest satisfaction.

We are enclosing a copy of our recent Supplemental Catalogue with a few samples which may possibly interest you, and shall be glad to hear from you at any time.

Thanking you in anticipation of your inquiries which we shall greatly appreciate,

We are, Dear Sirs,
Yours faithfully,
CONSTABLE & SONS.

42.—Builder's Circular.

London, 14*th Jan.*, 19 . .

R. SCOURFIELD, ESQ., A.R.I.B.A.

Dear Sir,

May we ask you to be so kind as to put our name on your list of reliable Builders and Contractors, as we are most anxious to carry out some work under your direction, in order that you may be satisfied as to our reliability and thoroughness?

We have executed much important work in all parts of London and suburbs under many members of the profession, particulars of which can be furnished on request, and hope that we may presently be favoured with some inquiries from yourself. All such shall receive our most careful attention.

Awaiting the pleasure of hearing from you,

We are, Yours faithfully,

ARCOME & THATCHER.

43.—Coal Circular.

London, July, 19 . .

F. KING, ESQ.,
LONDON.

Dear Sir,

I have pleasure in enclosing this year's Lowest Summer Price List of Coals, together with Post Order Card, and again beg to solicit the favour of your esteemed orders.

I take this opportunity of thanking you for your kindness and consideration in the past, and should you be able to recommend me to any of your friends I shall be still more obliged to you.

Yours truly,

E. H. SMITH.

44.—Circular *re* Oil Gas Lighting Apparatus.

6th July, 19 . .

EDWARD GARSIDE, ESQ.,
LONDON.

Dear Sir,

This being an opportune time to consider lighting schemes, we request the pleasure of putting before you some of the chief advantages of Marston's Oil Gas Apparatus for lighting and heating.

A modern, self-contained plant is an absolute necessity for a property isolated from a gas-making centre.

Marston's apparatus has been designed to produce perfectly pure and safe gas, burning without smell, from ordinary lamp or other oils.

It is considerably cheaper than Electric Light, Oil Lamps, Gasolene Gas, Acetylene or Coal Gas made by private plant, and has none of their defects. This we can conclusively demonstrate, if you will kindly ask us for particulars.

It can be used for Lighting, Power, Cooking and Heating simultaneously, and can be quickly made by unskilled labour.

Of all methods of lighting, there is nothing more beautiful than a good Incandescent Burner, supplied with Marston's Oil Gas.

We have recently achieved remarkable results in lighting towns and houses in England, Ireland, India, and Egypt—tabulated and authenticated records of which will be gladly sent you, together with our Illustrated Lists.

In the Gas Pavilion at the Irish International Exhibition, Dublin, we are showing a complete plant in operation.

Trusting that this subject will be of interest, and awaiting the favour of your reply,

We remain, Yours faithfully,

MARSTON & PHIPPS, LTD.

45.—Circular *re* New Type of Gas Engine.

Manchester, 14*th Nov.*, 19 . .

FORD EMPSON, ESQ.,
VICTORIA ST., S.W.

Dear Sir,

About two months ago we informed you that we

had undertaken the manufacture in this country of the Kübling two-cycle double acting gas engine for large powers. We have pleasure now in sending you a pamphlet, containing a description of the construction and working of this gas engine, as well as particulars of the various standard sizes which we are manufacturing.

The two Kübling gas engines which have been at work, since May last, at the Düsseldorf Exhibition, have attracted the attention of large power users from all countries, and have won the favourable comments of engineers generally. Messrs. Kübling and their licensees have already received a number of orders for gas engines of 500 to 2000 B.H.P., aggregating 53,000 B.H.P., including 5 engines ordered from us for large power users in Great Britain.

Yours faithfully,

MANCHESTER IRON WORKS.

46.—Electrical Trade Circular.

Dear Sir,

We have much pleasure in handing you herewith a booklet entitled *Everything Electrical*, and hope you will be able to spare a few moments to glance through its pages, wherein you will find brief descriptions of many articles which should interest you.

Many engineers are not acquainted with the scope of our manufactures, some knowing us only as manufacturers of Machines, and others as makers of Cables; but we hope this booklet will serve to make the range of our products more widely known.

We have a separate department for each type of apparatus, and can generally make a much lower price when asked to quote for the complete supply of the

apparatus required, such as, say, a dynamo, cable, switch, instruments, arc lamps, etc., than would be obtainable from firms who actually manufacture only part of the plant required.

We should be glad if you will have our name put upon your inquiry lists for the articles shown in the booklet, and trust, by making rock-bottom prices, and supplying manufactures of the very highest grade, to secure a share of your favours.

We can promise you immediate attention to all orders no matter how small, and it is our firm intention to do our utmost to meet our clients' wishes with regard to delivery as on all other points.

Trusting you will see your way to grant us the favour asked for,

We remain, yours truly,

THE WOOLWICH CABLE WORKS, LTD.

47.—Fancy Goods Trade Circular asking for inspection of Goods.

London, 1st Aug., 19 . .

MESSRS. WILSON & CO.,
LIVERPOOL.

Dear Sirs,

Our Autumn Season Samples have just been completed, and we shall esteem it a favour if you will kindly call upon us to inspect same.

They include goods in Leather, Leatherette, Oak, Fancy Mouldings, Aluminium, and various other materials such as cloth, felt, silk, etc.

Hoping for your kind appointment,

We are, Dear Sirs,

Yours respectfully,

G. H. BROWN & CO.

48.—Circular to push business.

Dudley, 3rd June, 19 . .

J. E. SIMPSON, ESQ.

Dear Sir,

We noticed, whilst looking through our books, that you have not recently favoured us with your esteemed Orders.

We beg, therefore, to enclose you a Price List and Post Card, trusting to receive a continuance of your patronage and assuring you that, at all times, our best attention shall be given to your commands.

We remain, your obedient servants,

LUSK & ROWLANDS.

49.—Circular to push business.

London, 1st July, 19 . .

MESSRS. NORMAN & CO.,

WINNIPEG.

Dear Sirs,

We are Manufacturers of Fancy Goods to the wholesale only, and are not doing any business between Toronto and Vancouver, B.C.

We are prepared to forward carriage paid to your address, a parcel of our Newest Samples and to allow you 25% thereon—these Samples to be returned to us, carriage forward, if you find them unsuited to your trade.

As we believe there is an opening for our goods in your district, we hope our proposal will meet with your approval.

An early reply will oblige,

Yours respectfully,

G. H. BROWN & Co.

50.—Circular relating to rebuilding of Machinery Works.

Woolwich, 20th Feb., 19 . .

PHILIP GREGSON, ESQ.,
LONDON.

Dear Sir,

We have much pleasure in stating that the part of our Cable Works devoted to the Manufacture of Paper Insulated, Lead Covered, Armoured and Vulcanised Bitumen Cables, which was destroyed by fire last year, has now been entirely rebuilt, and equipped with the latest Cable-making machinery, enabling us to manufacture on the most economical lines. We therefore ask you to let us have opportunities of quoting for any Paper Insulated or Vulcanised Bitumen Cable you may require.

We are determined to supply manufactures of the very highest grade, which will be a credit both to ourselves and to our customers. Immediate attention will be given to all orders, no matter how small, and we shall always endeavour to meet our customers' requirements in regard to delivery.

In the matter of price we believe that our figures will, as formerly, show to our advantage when compared with those of any other maker.

We should gladly welcome a visit from you, and should have great pleasure in showing you through our various departments.

Trusting to hear from you,
We are, yours truly,
THE WOOLWICH CABLE WORKS, LTD.

51.—Circular letter to Retailer selling below minimum prices.

London, 2nd May, 19 . .

MR. FREDK. SUMMERS,
CROYDON.

Dear Sir,

We regret to inform you that we have received

several complaints from the other traders in your district to the effect that you are selling our "Oxril" below the minimum retail prices.

If their representations be correct we venture to point out that in so doing you are guilty of a breach of contract, as each of our invoices plainly states that the goods are only sold by us, and accepted by you, on the distinct understanding that they are not to be retailed at less than the fixed selling prices.

We trust that you will see your way to fall into line with your neighbours in this matter, or else we shall be reluctantly compelled to refuse you any further supplies, and to instruct all our Wholesale Agents to do the same.

Yours faithfully,

OXRIL, LTD.

52.—Answer to inquiry and enclosure of Steel Trade Circular.

Leeds, 17*th Nov.*, 19 . .

MR. WALTER J. SYMES,
NEWCASTLE-ON-TYNE.

Dear Sir,

We are much obliged for your esteemed inquiry of even date for Steel Sheets, but are sorry that we cannot supply S.M. Steel, nor guarantee our quality and finish as being suitable for tinning. Kindly therefore excuse our putting in an offer on this occasion.

For your future information, however, we herewith enclose copy of a recently published Booklet, giving particulars of our General Manufacturers of Basic Bessemer Steel Sheets, Black and Galvanised, Plain and Corrugated, also Accessories in connection with same, and shall highly esteem all your inquiries and orders for parcels within the limits shown, when we have every hope

that we shall eventually be able to arrange some good business together, to our mutual advantage.

Yours faithfully,

THE LEEDS STEEL WORKS, LTD.

53.—Circular relating to admission of advertising matter into Australia.

London, 7th July, 19 . .

MESSRS. EVENDEN & Co.,
LONDON.

MOST IMPORTANT.

Dear Sirs,

The Commonwealth Government have passed an Act making all advertising matter subject to Sixpence per lb. duty. Please note that it is therefore imperative that all books when delivered must be *entirely* free from insets, and that book covers and book wrappers must bear the title of the books they cover only, or be quite plain. The wrappers must *not* have a list of other books or a press notice printed upon them.

Yours faithfully,

GEORGE GRAHAM & Co.

INQUIRIES, OFFERS, AND ACCEPTANCES OF OFFERS

54.—Answer to inquiry for Galvanised Iron Casks; enclosure of Price List.

Middlesbrough, 11th Nov., 19 . .

MR. MATHEW LEWIS,
LONDON.

Dear Sir,

We are much obliged for your kind inquiry received this morning, but we are not makers of

Galvanised Iron Casks. We make largely Iron Kegs and Drums, and in case these are of interest to you, we enclose herewith our current price list and shall be glad to receive your inquiries.

With regard to your offer of Black Plate and Steel Sheets, we beg to say that we are not wanting just now, but will keep your name before us.

Yours faithfully,

REGNALL PHIPPS & SONS, LTD.

55.—Quotation for Chain Drives. Description of same.

Millwall, 27th April, 19 . .

ARCHIBALD RAMSAY, ESQ.,
LEEDS.

Dear Sir,

Your letter of 26th April with inquiry for Chain Drives is duly to hand, and we have pleasure in sending you herewith our quotation. Owing to the absence of sliding friction (the Carnegie chain having rolling friction only at the joints) this chain is not so much influenced by rust in a damp atmosphere as those chains that have solid pin points. We could deliver within five weeks after receipt of order and all information required by us, and if you could order six of these Silent Chain Drives at once we could allow you an extra 10 % dis.

We note that you are coming to town within the next day or so, and we should be pleased to have you call and see these chains operating in our shops, and hope, on account of the favourable quotation we have made, to receive your valued order.

We are, yours faithfully,

THE HORSCOMBE ENGINEERING WORKS, LTD.

56.—Reminder about Quotation for Chain Drives.

Millwall, 25th May, 19 . .

ARCHIBALD RAMSAY, ESQ.,
LEEDS.

Dear Sir,

We beg to refer to our quotation of 27th April for six Carnegie High Speed Silent Running Rocker Joint Chain Drives complete, and shall be glad to hear whether you have yet come to any decision regarding the installation of these transmissions. If there is any further information we can give you regarding this matter, please advise, and we will furnish it by return.

Trusting to be favoured with your valued order,

We are, yours faithfully,
THE HORSCOMBE ENGINEERING WORKS, LTD.

57.—Letter enclosing Estimate for Electric Power.

Woolwich, 9th Feb., 19 . .

MESSRS. FORBES & CO.,
LIVERPOOL.

Kobe Transmission.

Dear Sirs,

Referring to the Electric Transmission and Pumping Scheme for Kobe, we beg to enclose herewith, as requested, approximate estimate of the electrical apparatus, turbines, pumps, and other material. We will send you in the course of a post or two an approximate outline drawing, showing the Generating Set, Pumping Set, and the Arc Lighting Set.

Trusting that the enclosed information will meet your requirements, and placing ourselves at your disposal for any additional data,

We remain, Dear Sirs,
Yours faithfully,
THE HORSCOMBE ENGINEERING WORKS, LTD.

58.—Letter *re* Mining Pumps: offer of services

Westminster, 12th Jan., 19 . .

MESSRS. THOROGOOD & NEPHEW,
LONDON.

Three-throw Mining Pumps.

Gentlemen,

Referring to our recent conversation with your Mr. Richards regarding the above, we understand that the total amount of water to be dealt with in the case in question is 1000 galls. per minute, against a total head of 1100 ft. Although it is difficult to form any exact opinion on the matter without further particulars, the following remarks may be of some preliminary use to you.

Unless there is any special reason to the contrary, such as a difficulty in finding a lodgment for the upper set, we should prefer to divide the lift into two stages of 500 ft. each, and, provided you have made an allowance for friction in pipes when computing the head to be pumped against, this could be done by employing two of our Pumps with 3 rams, each 14 in. dia. by 18 in. stroke, the price of which is approximately £850 each. These would be of our High Lift pattern, with heavy independent casting for each barrel, each with interchangeable suction and delivery valves with helical gear and belt-driving pulley. They would require motors to give about 170 B.H.P. when working at full duty.

We should be very glad to go closely into this matter on receipt of further details from you, and also submit drawings and estimates of Motors and Generating Plant for working same.

We should also be pleased to receive your inquiries for other work either for power or lighting, for which, as will be seen from enclosed list, we have executed a number of contracts both in town and country. Recently we

have done a great deal of work with cables and wire of a special class manufactured for us, viz. Twin, Lead-covered, which has the strong recommendation of Prof. Charles Dixon, F.R.S., being, in his opinion, a great improvement on wood-cased wires. We should be glad to show you instances of its use, and feel sure you would approve it as economical in cost and satisfactory in every way.

Yours faithfully,

SCOTT, LARKIN & Co.

59.—Inquiry for Samples of Tea and Coffee.

London, 7th July, 19 . .

MESSRS. JOHNSON, BREWER & SONS,
185 LIME STREET, E.C.

Dear Sirs,

We are on the look-out for the following, and should be obliged if you would send samples after to-day's Indian sale—

1. A thick liquoring Dooars @ 6*d.* to 6¼*d.*
2. A fine flavoury Ceylon Broken Pekoe—tippy leaf, but not too small—@ 1/0½ limit.
3. A pungent thick Assam Souchong from 8½*d.* to 9*d.*, to follow a Hapjan. Must be good liquor and must mill well.

We shall also be tasting Coffee on Friday next, and are open for a Vera Paz or Costa Rica, limit 100/-. Bold handsome berry, if possible, but good cup essential.

Yours faithfully,

RICHARD STEWART & SONS.

60.—Letter advising despatch of Samples.

London, 7th July, 19 . .

MESSRS. RICHARD STEWART & SONS,
19 CLYDE STREET, LONDON, S.W.

Dear Sirs,

We are in receipt of your esteemed inquiries, and are forwarding you under separate cover—

1. The cheapest Dooars sold to-day, which we are prepared to offer you @ 6*d.* and 6¼*d.* lot and lot[1] for anything over 12 chts.

2. A very spotty Campden Hill Ceylon Broken Pekoe @ 1/0½, bought about a fortnight ago on an easier market.

3. A really good Amgoorie from to-day's sale @ 8¾*d.*

We shall also be sending you early to-morrow morning a fine Vera Paz @ 102/-, bought privately, and a Costa Rica @ 98/-. We note that your limit is 100/-, but if you can run to the extra 2/- we are confident the value is exceptional. An alternative would be to buy a few bags of each and blend them. They would go well together, the Costa adding thickness to the fine Vera Paz.

Trusting that you will be able to favour us with an order,

We remain, Faithfully yours,
JOHNSON, BREWER & SONS.

61.—Reminder about Samples sent.

London, 12th July, 19 . .

MESSRS. RICHARD STEWART & SONS,
19 CLYDE STREET, LONDON, S.W.

Dear Sirs,

We have been expecting to hear from you with regard to the samples we sent you on the 7th inst.

We had a wire from Liverpool yesterday for all the Dooars, Box No. 547, except 14 chts. May we reserve this remnant, subject to your reply within two days?

We are sorry that the 29 chts Amgoorie are all sold, but we are sending you a very special Balijan, which we have cut to 8¾*d. net cash* to meet your figure.

The Campden Hill still remains, but we are also sending a Westwood @ 1/0¼, which shows very good

[1] Lot and lot = half and half, *i.e.* half @ 6*d.* and half @ 6¼*d.*

value, and is a trifle more coloury than the Campden Hill.

What about the Vera Paz @ 102/-? We enclose a post-card for reply.

Yours faithfully,

JOHNSON, BREWER & SONS.

62.—Order for Tea: instructions about Clearing.

London, 14th July, 19 . .

MESSRS. JOHNSON, BREWER & SONS,
185 LIME STREET, LONDON, E.C.

Dear Sirs,

Please book us the 14 chts Dooars, Box No. 547, @ 6*d.* and 6¼*d.* lot and lot and clear in 1 cht by Spielmann at once. If you can take 8¾*d.*, 90 days disct., for the Balijan, Box No. 205, you can book us 12 chts. Clear in 3 at once by Spielmann. We have bought Coffee.

Yours faithfully,

RICHARD STEWART & SONS.

63.—Acknowledgment of Order for ranges; offer of Muscatels; Fruit Market News.

London, 7th Dec., 19 . .

MESSRS. STANLEY REEVES & SON,
BIRMINGHAM.

Dear Sirs,

We are in receipt of your favour of yesterday's date and are obliged by your order for—

20 Cases Oranges,
50 Bxs Sturmer Pippins,

which we have sent forward per L. & N. W. Rly. in accordance with your instructions. Invoice is enclosed herewith.

In reply to your inquiry for Muscatels we find that we

have a remnant of 35 trays fine Clusters, 6 crowns—the same parcel as your purchase of the 30th November—for which we can take 118/- to clear, subject to your wire reply by return.

At to-day's sale Sultanas had a sudden jump, owing to rumoured advices from the East of a considerable shortage in the Greek crop. Rain-damaged Persians fetched as high as 36/-, while dealers were tumbling over each other to secure the few parcels of Smyrnas offered, which fetched from 48/- to 56/-. We, however, having no faith in the market, did not bid for a single lot, and strongly advise all our friends to hold off as long as they can. Currants are somewhat easier. We have several parcels of fine, bold Vostizza at from 28/- to 32/- when you are in the market.

Yours faithfully,

JOHN RICHARDSON & Co.

64.—Quotation for Seeds. Market News.

London, 14*th Sept.*, 19 . .

MESSRS. EARLE & Co.,

MANCHESTER.

Dear Sirs,

In reply to your favour of the 15th inst., we beg to quote you Canary Seed as follows—

Spanish	69/-	per qr.
Tangier	60/-	„
Mazagan	45/-	„
Plate	39/-	„

This article has been fluctuating a good deal, but at these cut prices is worth attention. Stocks are low, the Turkish crop is late, and there are disturbances in Morocco, all which causes may have the effect of bringing about an improvement in prices.

We can quote Hemp Seed—

Fine	35/- per qr.
2nd quality	34/- „ „

We also offer some new French Rape of excellent quality, @ 65/- per qr. Our quote for White Millet is 45/-, and Red Millet 35/- per qr.

Owing to the unfavourable outlook for the new crops, it is more than probable that all cereals and feeding stuffs will again be very high in price.

We trust our samples will be approved, and orders follow.

Yours faithfully,

HARTLEY & DODDS.

65.—Inquiry for Samples of Poster Papers, etc.

London, 17*th Oct.*, 19 . .

THE ERA PAPER SUPPLY CO.,
LOWER THAMES ST., E.C.

Dear Sirs,

We are in want of a regular line of good White Poster Paper in the usual sizes, for Auction Bills and Poster work generally.

The paper we have been using is unsatisfactory, inasmuch as it will not keep its colour on the walls. Can you send us samples of a paper that you can guarantee to be reliable in this respect, and that will also be reasonable in price?

We shall also be glad to have samples of the colours you are able to do in Surface Poster Papers.

It is probable that in a few days we shall also be wanting a considerable quantity of a cheap thin glazed Double Royal for an illustrated catalogue we have been asked to quote for. We will thank you to let us see what you can offer for this.

Yours truly,

THE ERASMUS PRINTING CO.

66.—Quotation for Poster Papers, etc.

London, 18*th Oct.*, 19 . .

THE ERASMUS PRINTING CO.,
LONDON.

Dear Sirs,

We are in receipt of your favour of yesterday's date, and have pleasure in enclosing you samples as follows—

A1 quality Printing Paper @ $2\frac{1}{4}$ per lb.
A2 „ „ „ $2\frac{1}{2}$ „
A3 „ „ „ $2\frac{3}{4}$ „

You do not mention the price or give us an idea of the quality Poster Papers you usually buy, but probably one of the above will meet your requirements. We can guarantee all these as good papers for Poster work.

We keep a good range of sizes and weights in each of the above qualities, and pay carriage on parcels of $3\frac{1}{2}$ cwt. and upwards.

For a making order of 1 ton of a size and weight we can quote you $\frac{1}{8}d.$ per lb. less in each case.

We also enclose a sample set showing the various colours we stock in Surface Posters, with full particulars as to price, &c. These papers are stocked in Double Crown, Double Demy, Double Royal, and in Quad Crown and Quad Demy.

For the glazed Double Royal you inquire about we are sending sample of a paper we have in stock, in Double Royal 30 lbs., @ $1\frac{5}{8}d.$ per lb. This is specially adapted for the work you have in view, and we trust will secure your order. Awaiting your favours,

We are, Yours faithfully,
THE ERA PAPER SUPPLY CO.

67.—Order for Poster Papers, etc.

London, 20th Oct., 19 . .

THE ERA PAPER SUPPLY CO.,
UPPER THAMES ST., E.C.

Dear Sirs,

Your samples are duly to hand, and we shall be glad if you will send us to-morrow 20 Reams each, Double Crown 36 lbs. and Double Demy 48 lbs., of your A2 quality Poster Paper @ 2½*d.* per lb., as quoted.

Should this turn out satisfactorily, we could make up an order of 2 tons in these two sizes and Double Royal, all of substance of Double Crown 36 lbs. We presume you would be able to do this at the reduced rate of 2⅜*d.*, the papers being all of one substance. Three tons is rather more than we can find room for.

The Surface Poster Papers are not quite up to our expectations; we consider the colours we are buying are rather better than you show, so for the present are not disposed to change.

We will keep the glazed Double Royal before us. The job has not yet come in, though we have good reason to think it will, and if it does, we shall send you a good order for the paper sampled.

Yours truly,
THE ERASMUS PRINTING CO.

68.—Quotations for Jam Wrappers.

Birmingham, 5th May, 19 . .

MESSRS. SMITHERS & CO.,
BERMONDSEY.

Dear Sirs,

With reference to your kind inquiry for Jam Wrappers, we have pleasure in quoting you for our G. N. quality M. G. Cap, which we can supply, cut to your

sizes, for orders of not less than 1 ton, @ 19/9 per cwt., 2½%, monthly a/c.

There is a little variation in the substance of the specimen wrappers you send, so that it is not possible to say what the exact weight of the paper should be, but you can doubtless let us know this by reference to your invoices for previous parcels. If you are unable to do so, we will estimate the weight of an average sheet and make accordingly.

We have a foreign make we can offer at a lower price, namely, our "M. C." quality @ 17/6 per cwt.—but we could not make less than about 15 cwt. to 1 ton of each size, and delivery would take about 10 weeks, owing to winter conditions prevailing on the continent.

Possibly you may be able to take this quantity, and give us the required time for making, but we gathered from your letter that you would want delivery earlier.

Trusting to be favoured with your valued order,

We are, Yours faithfully,

J. M. Thomas & Sons.

69.—Request for Samples of Note Paper.

Derby, 1st March, 19 . .

Messrs. Brown, Wood & Co.,
Bolton.

Dear Sirs,

Will you please send us samples of the best note papers you can offer of the following kinds—

1. A good 1/- note paper, cream laid, good finish. We should prefer a fairly good tub-sized paper in a medium weight, rather than the usual heavy paper of a cheaper character; possibly you may have a parcel of XX, or a job lot of some kind.
2. The best rough paper for a 1/- note. This should have as hard a finish as possible—the very rough and spongy paper is of no use to us.

3. A good azure laid, unglazed 1/6 note paper.

Please quote at same time for envelopes to match, boxed in 100s. For the first line you can quote 50,000 lots, for the others, 10,000 lots.

Awaiting your reply,

We are, yours truly,

THE ART STATIONERY STORES.

XX = Retree, *i. e.* Reams containing blemished sheets. In the U. S. such reams are marked R.

70.—Request for Quotation for Strawboards.

Bristol, 12th April, 19 . .

MESSRS. JOHN JONES & Co.
LIVERPOOL.

Dear Sirs,

Please quote us your very lowest price for 10 tons Strawboards, assorted substances from 1½ lbs. to 4½ lbs., and 5 tons in substances, 6 oz. to 20 oz., and say how soon you can deliver.

We should also be glad to have a sample sent of your various box-making papers, with lowest prices.

We shall shortly be wanting 2 tons of Ochre-lined Strawboards and shall be obliged by sample and price for this line also.

Yours truly,

THE CARD-BOARD BOX Co.

71.—Offer of Mallinettes.

London, 26th June, 19 . .

MR. R. SWALLOW,
SWANSEA.

Dear Sir,

We beg to submit Stock Particulars of all our Mallinettes in 24 and 27 ins. which we offer to clear at—

2*d.* per yd. all round.

24 in., quality 2000; pcs. about 30 yds.

Black	Sky	Lt. Sky	Dk. Moss	Navy	
1	4	1	1	2	
Helio.	Champ.	Cream	White		
2	3	10	12		= 36 pcs.

27 in.; pcs. 24/30 yds.

Marron	Tabac	Marine	Sky	Black	
25	35	49	1	41	
Navy	Helio.	Reseda	Cinnamon	Moss	
3	3	1	4	2	= 164 pcs.

Yours faithfully,

LANCING BROTHERS.

72.—Acknowledgment of Inquiry for Moleskins: Information as to Dye Used.

London, 15*th Aug.*, 19 . .

MESSRS. A. C. DAWSON & SONS,
PLYMOUTH.

Dear Sirs,

We are in receipt of your inquiry for 250 yds. each Black, Tan, Brown and Drab Moleskins @ 2/6, for which we thank you. We have none of this particular make in stock at the moment, and, owing to great pressure at the mills, we are afraid we cannot guarantee delivery within less than three months of receipt of order. We note, however, that your patterns are sulphide-dyed. We also use sulphides, but only for the cheaper makes of moleskins. All our moleskins above 1/8 are aniline-dyed, which gives a much faster colour, and in other respects a more satisfactory result. If you can see your way to take our aniline-dyed we can deliver from stock on receipt of order. The extra cost is not more than $\frac{1}{4}d.$ per yd. Trusting to be favoured with your commands,

We are, yours faithfully,

VENNER, EASTLAKE & WHITNEY.

73.—Request for Samples of Fancy Goods.

Yokohama, 1st June, 19 . .

MESSRS. BROWN & Co.,
LONDON.

Gentlemen,

Your name as manufacturers of Fancy Goods has been mentioned to us by our good friends, Messrs. Imata, of this city. Will you please send for enclosure to our agents, Messrs. Jenkins & Co., Milk Place, London, the best assortment of samples to the value of £10? Kindly send one invoice to Messrs. Jenkins, whom we have instructed to settle the a/c, and mail one direct to us.

Yours faithfully,
TUSHIMA & Co.

74.—Requisition from Manufacturers for Material from Stampers.

London, 12th Aug., 19 . .

MESSRS. MARKHAM & Co.,
CLERKENWELL.

Please supply immediately—

5 gross yds. silver gallery 26405
5 „ „ gilt do 28706
Both above Rose Pattern.
1 gross large Gilt Thistles, 286
1 „ medium „ „ 288
1 „ small „ „ 290
In sets at 14/ per gross.
7 lb. smallest Silver Gallery Nails.
7 lb. „ Gilt „ „

Same exactly as invoiced by you to us on 6th July last,

And oblige,
G. H. BROWN & Co.

75.—Order to Manufacturer for Fancy Goods.

Order No. 3642
B

Stirling, N.B., 12th Aug., 19 . .

To Messrs. G. H. Brown & Co.,
London, E.C.

Please supply the following—

½ gross Leather Purses, 028296 @ 75/- per gross
½ do. do., do. @ 108/- do.
3 dozen do., do. @ 18/- per doz.
½ dozen Glove Boxes, @ 18/- do.
½ dozen Collar Boxes @ 18/- do.

Send by Carron Co., carriage paid,

And oblige,
J. Thompson & Co.

Note.—Orders for goods are sometimes, as in the above letters Nos. 74, 75, written upon ordinary plain duplicating forms and sometimes on forms with printed headings and containing various printed directions, *e.g.*—

All goods to be forwarded by *so and so* carriers.
Invoices to be included in parcel or sent by night's post.
Invoices to be made out in duplicate.
Goods not to be charged and made due.
All discounts to be deducted from invoices.
Etc., etc.

76.—Manufacturer's Delivery Note when all Goods Invoiced cannot be forwarded.

190 *Milton St., E.C.*,
1st Aug., 19 . .

Messrs. Samson & Green,
Islington, N.

Dear Sirs,

Please receive herewith on a/c of invoice of this date the following goods, amounting to £10 : 3 : 8—

6 doz. Frames in 16804/Cabt.
6 do. do. — /Imperial.
3 do. do. 025849/Midget.
2 do. do. — /C.D.V.
1 do. do. — /Cabt.

The balance of the goods will be delivered on Tuesday next certain.

We are, dear Sirs,
Yours respectfully,
G. H. Brown & Co.

77.—Letter from Cloth Mills *re* Samples.

Dumfries, 1st Aug., 1908.

Messrs. Samuel Rawson & Sons,
London.

Dear Sirs,

Please note that the bunches you have, commencing with numbers 61106, 72436, 52819, 52939, 66070, 79059, 59723, run on till February 1909.

We are unlikely to be sold out of any numbers in these bunches, so you may rely upon getting a length any time until then.

Yours faithfully,
The Scotch Tweed Mills Co.

78.—Letter *re* Quotation for Cod Oil: Refusal of Guarantee.

Christiania, 2nd Mar., 19 . .

Messrs. Ferris Sharp & Co.,
Newcastle-on-Tyne.

Gentlemen,

Referring to our quotation of the 20th ult. for Cod Oil, and to your inquiry the 26th ult. respecting the same, please note that we can only offer this oil as equal to the

sample submitted, and cannot guarantee that the fatty acid will be less than 7½ per cent. This should have been expressed in our quotation but was inadvertently omitted.

Trusting that this explanation will be satisfactory, and that you will be able to favour us with your valued order,

We are, Yours faithfully,

JORGENSON & Co.

79.—Answer to Inquiry for Timber.

Hull, 19th Mar., 19 . .

MR. JOHN SMITH,

HULL.

Dear Sir,

I beg to acknowledge with thanks your esteemed inquiry, but regret I am unable to quote for such extremely long lengths in 4 × 2.

I am out of stock of 3 × 11 1st Swedish Yellow, but can offer 2nd and 3rd Archangel.

I have at my yard taken overside and loaded direct—

1 × 7	WK	1st	Swedish Yellow	Flooring @	14/- per sq.
1 × 7	K	2nd	,,	,,	12/9 ,,
1 × 6	BSSC	1st	,,	,,	13/3 ,,
1 × 6	BC	2nd	,,	,,	12/- ,,
1 × 6	BBB	3rd	,,	,,	10/6 ,,

Best Yellow Slating Battens @ 1/4½ per 100 ft. run, called ¾ × 2, but actually much thicker.

Prices deld. to vans here, or delivery to your works at reasonable rates can be arranged.

Soliciting the favour of your valued order,

I remain, Faithfully yours,

ARNOLD SOAMES.

80.—Answer to Inquiry for Timber.

London, 1st Sept., 19 . .

MESSRS. FARMER & Co.,
LONDON.

Dear Sirs,

In reply to your esteemed inquiry we will supply Prime American Whitewood, narrow widths, seasoned stock for a load order, say 1000 ft. 1″ in various thicknesses—

$1\frac{1}{4}$″, $1\frac{1}{2}$″ and 2″ unplaned	@	$3\frac{1}{4}d.$	per ft. super.
1″ planed to $\frac{7}{8}$	@	3*d.*	,, ,,
$\frac{3}{4}$″ ,, full thickness	@	3*d.*	,, ,,
$\frac{1}{2}$″ ,, ,,	@	$2\frac{1}{8}d.$	,, ,,
$\frac{3}{8}$″ ,, ,,	@	2*d.*	,, ,,

We have also in American Walnut—

1. 7 ft. 9″	3 × $15\frac{1}{2}$	imported
1. 8 ft.	3 × 12	log cut
1. 10 ft.	3 × 12	imported

Price 8*d.* per ft. super. as 1″, or we will flat out 3 × $2\frac{1}{2}$ @ 1/– per ft. super. as 1″.

The 10 ft. plank, as far as we can see, is free from knots, but is strong and cambered. The other two have some knots but are not bad plank.

Trusting that these low cash prices will secure your valued order, and assuring you of our prompt attention,

We remain, Faithfully yours,

BURNS & Co.

81.—Answer to Inquiry for Timber.

London, 2nd May, 19 . .

MESSRS. BREAKESPEARE & JONES,
GLASGOW.

Dear Sirs,

In answer to your esteemed inquiry, I can offer you—

60. 12 ft. 3 × 9 Spruce 120 deep cuts
90. 12 ft. „ „ 300 flat do.
90. 13 ft. „ „ 300 „

for the sum of Forty-seven pounds (£47) net deld. These goods are the same quality as last lot. I could substitute Hemlock for Spruce, and reduce the price by 35/–, or 4th Riga White for 40/– less, but both of these would weigh more for freight than dry Spruce.

Awaiting the favour of your order, which shall have my immediate attention,

I remain, Faithfully yours,
JOHN GRIMES.

82.—Answer to Inquiry for Timber.

London, 7th March, 19 . .

MR. RICHARD JONES,
ISLINGTON, N.

Dear Sir,

In answer to your esteemed inquiry we beg to quote you as follows—

3 × 9 3rd Archangel Yellow @ £13/10/– Per Ptg. Std.
3 × 4½ Imported @ £11 „
2½ × 9 Yellow from £10/10/– to £13/10/– „
2 × 11 „ £12/10/– to £15/15/– „

1¼" 1st Quality Yellow Flooring G.I.T. from 17/6 to 20/– per square.

1¼" 1st Quality Yellow T & G Flooring @ 15/– to 18/6.

All prices include delivery for not less than one horse load.

Awaiting the favour of an order,

We are, Yours faithfully,
FURNIVALL & SUKER.

83.—Answer to Inquiry for Palm Oil: further Particulars asked for.

Liverpool, 28th March, 19 . .

MESSRS. THOMAS ELWIN & NEPHEW,
LIVERPOOL.

Dear Sirs,

Yours of the 27th is duly to hand, and we thank you for your esteemed inquiry for 5/10 tons Lagos Palm Oil, delivered f.o.b. Liverpool, but before quoting we shall be glad to know the destination of this parcel, as we may be able to quote you an intransit cost and freight price. This will come considerably better than an f.o.b. price, as in a good many instances the outward freight is free, or a matter of 2/6 to 5/- per ton extra; this, of course, depends on the destination. Further, we presume that you require the usual Lagos casks, about 10/15 cwts each, as imported, but should you require barrels 3/4 cwts each, we must have same repacked, and in that case could only quote an f.o.b. price, notc.andf.

As you are doubtless aware, there are a good many qualities of Palm Oil, and on receipt of your reply we will quote you for "Lagos," and also for a "Lagos Quality" Palm Oil. We presume that your friends require this for soap-making.

By this post we send you copy of a circular we issued some little time ago, and although in most instances the prices have changed, same will serve to show you the various articles we are in a position to quote for.

Awaiting an early reply,

We remain,

Yours truly,

FLYNN, ROBERTS & SWAINE.

84.—Quotation for Palm Oil.

Liverpool, 1st April, 19 . .

MESSRS. THOMAS ELWIN & NEPHEW,
LIVERPOOL.

Dear Sirs,

Your postcard of the 31st ulto. with regard to Palm Oil is to hand, but at present Reval is the only Russian port open.

We have now pleasure in quoting you for—

Genuine Lagos Palm Oil @ £28 per ton, and for

Lagos Quality, £27/17/6 per ton.

Both less 2½ % c. f. Reval.

At present there is very little difference between Lagos and the other qualities.

With reference to this article for shipment to Italy we can quote you for Genuine Lagos as follows —

Cost and freight, Genoa, £28 per ton.
„ Leghorn, £28/2/6 per ton.
„ Venice, £28/5/- per ton.

All less 2½ %.

Lagos quality would be 2/6 per ton less all round.

Of course these quotations are all subject to the fluctuations of the market, and we hope to have your definite inquiries shortly.

Yours truly,
FLYNN, ROBERTS & SWAINE.

85.—Letter *re* Quote for Palm Oil.

MESSRS. FLYNN, ROBERTS & SWAINE,
LIVERPOOL.

Liverpool, 2nd April, 19 . .

Dear Sirs,

We thank you for your letter of the 1st inst., with quotations for Palm Oil, which we have submitted

to our friends abroad, and will let you know result in due course.

Yours truly,

THOMAS ELWIN & NEPHEW.

86.—Answer to above; offer of Sulphate of Copper.

Liverpool, 3rd April, 19 . .

MESSRS. THOMAS ELWIN & NEPHEW,
LIVERPOOL.

Dear Sirs,

Your postcard of the 2nd inst. is duly to hand, and we note that you are putting forward our quotations for Palm Oil. The market since we quoted you is about 7/6 per ton dearer, but we shall be glad to hear from you if you have anything definite to place before us, and you can rely upon us doing our best to arrange the business.

Sulphate of Copper.—We shall be glad to know if you are interested in this article, as we are specially able to compete.

Yours truly,

FLYNN, ROBERTS & SWAINE.

87.—Letter refusing Quotation for Palm Oil. Request for Market News.

Liverpool, 15th April, 19 . .

MESSRS. FLYNN, ROBERTS & SWAINE,
LIVERPOOL.

Dear Sirs,

With further reference to your quotation of the 1st inst. for Lagos Palm Oil, which we hastened to submit to our prospective buyers, we regret to say that they have just informed us that, having bought a lot of 20 tons at a more advantageous price, they were compelled to refuse our offer. However, it appears they bought at a special price not likely to be repeated, so they have promised us

first refusal for next supply, which they will require towards the middle of January. These friends use about 15 tons of Palm Oil every month, so please keep us well posted as to the position of the market.

We have no outlet for Sulphate of Copper.

Yours truly,

THOMAS ELWIN & NEPHEW.

88.—Letter requesting offer for Calamine and Iron Ore.

London, 14*th Feb.*, 19 . .

MESSRS. KREGS, REICHEL & Co.,

LONDON.

Dear Sirs,

Some friends of ours have put before us the following for disposal—

Calamine.

Quantity, 2/3000 tons.

Percentage, 32/35 %; deld. c.i.f., Swansea, Manchester or Liverpool, as required, during the next month or so.

Price P (T – 6) = 55 fcs. per 1000 kilos.

P = price of Spelter for week of arrival.

Can you make any offer? Kindly also let us know whether you can do anything with Iron Ore = 49 % to 53 %, which we can get at 11/- f.o.b. Spain. Quantity, 24,000 tons.

Yours truly,

BARNES & NEPHEW.

89.—Answer requesting further Information.

London, 15*th Feb.*, 19 . .

MESSRS. BARNES & NEPHEW,

MANCHESTER.

Dear Sirs,

Referring to the Calamine Mineral named in

your letter of yesterday, percentage 32/35 %, we might do with a portion of the 2/3000 tons on the formula P (T – 6) @ 55 fcs. c.i.f. Swansea. Before actually closing a contract, however, we should require to know if the ore is raw or calcined. We must have a sample, and, if you have it, a copy of analysis of the ore. We are not in the market, at present, for Iron Ore.

Please let us have your answer promptly.

Yours truly,

KREGS, REICHEL & Co.

90.—Letter enclosing Draft Proposal *re* Calamine.

London, 17*th Feb.*, 19 . .

MESSRS. KREGS, REICHEL & Co.,

LONDON.

Dear Sirs,

Replying to your favour of the 15th inst. we beg to enclose Draft Proposal from our friends. Kindly let us know if this is workable. We have no sample in London, neither have we the complete analysis.

Yours truly,

BARNES & NEPHEW.

Draft Proposal.

We beg to confirm our acceptance of your offer of 2/3000 tons of Raw Calamine (good North Spanish), subject to approval of sample on receipt. To be delivered in monthly lots of abt 200 tons.

Price P (T – 6) 55 fcs. per 1000 kilos, dry, deld. c.i.f. Swansea, (or 44/- per ton). P to be average of week of arrival or sampling. Payment: 90 % against documents. Balance on settlement of weight and assay.

91.—Letter relating to Spelter Ashes, etc. Request for best offer.

London, 4th Aug., 19 . .

Mr. Mark Solomon,
Birmingham.

Dear Sir,

We are in receipt of your p.c. of the 3rd inst., and beg to inform you that we have sent you a sample of Spelter Ashes and also a sample of Aluminium Waste, and we should be glad if you would quote us your best prices for these. We have about 1 ton of Spelter Ashes for sale, and, as near as we can tell, we shall have 8 or 10 cwt. of Aluminium Waste.

Awaiting your reply,

We remain, yours truly,

Farwig, Richards & Co.,

92.—Acknowledgment of sample of Zinc Ashes; offer for same.

Liverpool, 4th April, 19 . .

Messrs. Dobell & Rankin,
Birmingham.

Dear Sirs,

We have received and tested the sample of Zinc Ashes referred to in your letter of the 6th inst. and for the 20 tons we can offer you £6 4*s.* 0*d.* per ton, dry weight, delivered free at our works, subject to the bulk being equal to the sample submitted. Early delivery, and net cash payment after receipt of the material at our works, and verification of weight and quality.

For your wire acceptance to-morrow.

Yours faithfully,

Drake, Sorell & Co.

93.—Quotation for Steel Tinplates and Steel Coke Tinplates.

Swansea, 19*th Feb.*, 19 . .

Mr. E. Cawley,
Gracechurch St., E.C.

Dear Sir,

We duly received and thank you for your inquiry of the 17th inst. and have pleasure in quoting you as follows—

Steel Tinplates.

	Best Charcoal	Ordinary Charcoal	
ICX	15/-	13/9	basis
IC	14/-	12/9	„

Excess and Wasters to be taken.

Delivery f.o.b. Swansea; Best Charcoals in 5/6 weeks from date of order; Ordinary, Mar/April.

Cash, less 4 % dis.

We are sending herewith two sheets, one of each of the qualities for which we are quoting you.

Steel Coke Tinplates.

1000 Bxs IC, 20 × 14; 112 shts, 108 lb. @ 12/- per bx. Delivery f.o.b. Swansea: early April.

Packed in tin bxs only—no wood.

Cash, less 4 % dis.

We hope you will find these prices and the two samples satisfactory and that we shall be favoured with your order.

Yours faithfully,
The Welsh Tinplate Co

94.—Refusal of Quotation.

London, 25*th Feb.*, 19 . .

THE WELSH TINPLATE CO.,
SWANSEA.

Re Steel Tinplates, Etc.

Gentlemen,

With reference to your quotation of the 19th inst. for the above and your postcard of the 24th inst., inquiring about same, I thank you for the trouble you have taken in the matter but regret that I am unable to pass you the business or make a counter offer—the prices you have quoted being very much higher than I have been able to buy at elsewhere.

Yours faithfully,
E. CAWLEY.

95.—Inquiry for Galvanised Sheets.

London, 27*th May*, 19 . .

MESSRS. RAIKES & CHARLES,
LONDON.

Dear Sirs,

Please quote us for—

6 Tons Galvanised Corrugated Sheets—6′ 0″ long, straight, 8/3″ corrugations, 24 gauge; delivered here; state time.

Yours faithfully,
ARNOLD & SNOW, LTD.

96.—Quotation for Galvanised Sheets.

London, 27*th May*, 19 . .

MESSRS. ARNOLD & SNOW, LTD.,
LONDON.

Re Galvanised Sheets.

Dear Sirs,

In answer to your esteemed inquiry for the above we beg to quote you as follows—

£12 10*s.* 0*d.* per ton, net weight.
Delivery at once. Usual packing free.
Terms: 4 % disct.
For reply within two days.

Yours faithfully,
RAIKES & CHARLES.

97.—Acceptance of Quotation for Galvanised Sheets.

London, 28th May, 19 . .

MESSRS. RAIKES & CHARLES,
LONDON.

Re Galvanised Sheets.

Dear Sirs,

We are in receipt of yours of yesterday's date and accept your quotation for 6 tons Galvanised Corrugated Sheets, as per our specifications, at £12 10*s.* 0*d.* per ton, net weight, less 4 % disct.

Please send goods at once to our order to L. & N. W. Rly., Camden Station.

Yours faithfully,
ARNOLD & SNOW, LTD.

98.—Confirmation of Order for Galvanised Sheets.

London, 28th May, 19 . .

MESSRS. ARNOLD & SNOW, LTD.,
LONDON.

Dear Sirs,

We beg to acknowledge with thanks your order for 6 tons Galvanised Corrugated Sheets, and have pleasure in enclosing contract note herewith for your signature and prompt return.

The goods shall be dispatched without delay to L. & N. W. Rly., Camden Station, to your order.

Thanking you,
We are, Yours faithfully,
RAIKES & CHARLES.

99.—Offer of Tin Scrap and Detinned Shearings.

London, 5th March, 19 . .

MESSRS. FARLEY BROOKES, LTD.,
LONDON.

Dear Sirs,

In answer to your letter of the 3rd inst. we beg to say that we shall have for delivery over this year from 500 to 600 tons of Tin Cuttings, which could be shipped in three different lots. The material will be securely bundled in bales from about 2½ to 3 cwt. each, strongly wired. The price we require is 81/- per ton delivered alongside Thames.

Terms: net cash against documents.

Please let us know whether you can do with this quantity at the price.

We have also—

500 tons of Detinned Shearings, guaranteed pure and clean, hydraulic-pressed together in Ingots, from about 1 cwt. each.

Have you any outlet for the same?

Yours faithfully,
JAMESON, ROBERTS & SONS.

100.—Acknowledgment of Offer of Tin Scrap.

London, 6th March, 19 . .

MESSRS. JAMESON, ROBERTS & SONS,
LONDON.

Dear Sirs,

Thank you for yours of the 5th inst. containing offer of Tin Scrap. We hope to place the same in the course of a day or two if we may have your offer firm in hand for that time.

Detinned Shearings.—Please let us have your price, and we will try to place the 500 tons with some friends of ours.

Yours faithfully,
FARLEY BROOKES, LTD.

101.—Answer to Inquiry for Phosphor Tin.

London, 16*th Jan.*, 19 . .

MESSRS. RICHARD ALVERSTONE & Co.,
LONDON.

Dear Sirs,

We have your postcard of the 15th inst., and we take it that your inquiry refers to Norway.

We enclose you our price list for Phosphor Tin, and you will observe that it is impossible for us to keep our quotations open for a week owing to the frequent fluctuations in the market price of Tin. On the other hand, we do not anticipate Tin to advance in the near future.

You may accept our assurance that we will quote you on the most favourable terms.

For the present you will kindly take our quotation to be—

For 1 cwt	and upwards	£23
3 „	„	£22 10*s.*
5 „	„	£22
10 „	„	£21

per ton, net, above the price of G.M.Q. Straits a/or Australian ruling on the London Metal Exchange, on the morning we receive your esteemed order.

Delivered f.o.b. Hull or London.

All packages charged for.

Terms to approved buyers strictly net cash, payment within thirty days from invoice date; for prompt cash against invoice we will allow thirty days interest, at the rate of 5% per annum.

We will quote specially for larger quantities.

Smaller quantities than 1 cwt must be accepted delivered at our Liverpool works at £23 per ton over G.M. Tin price, the freight, etc. to be paid by the buyer to the carrier.

We hope to be favoured with your esteemed order.

Faithfully yours,
RALPH GILLIES, LTD.

102.—Answer to Inquiry for Tin Scrap—Request for Best Offer.

Dundee, 23*rd Sept.*, 19 . .

MR. HENRY CARTER,
LONDON.

Dear Sir,

We are favoured with your postcard of the 22nd inst., and beg to say that we have, at the present moment, about 50/60 bags of Tin Scrap, clean and free from rust. We shall be pleased to have your best offer delivered f.o.b. Dundee.

Yours truly,
ALBERT ROCHE LTD.

103.—Offer for Tin Scrap.

London, 25*th Sept.*, 19 . .

ALBERT ROCHE LTD.,
DUNDEE.

Dear Sirs,

I am in receipt of yours of the 23rd inst., and can offer you 50/6 per ton f.o.b. Dundee for your whole stock of Tin Scrap, provided, of course, that it is clean and free from rust, and also that you can make delivery within fourteen days.

If you accept my offer I shall be glad to know the exact quantity.

Yours truly,
HENRY CARTER.

104.—Letter acknowledging Contract for Tin Scrap—Request for Shipping Instructions.

1*st Oct.*, 19 . .

MR. HENRY CARTER,
LONDON.

Dear Sir,

We are favoured with yours of the 30th inst. with

Contract for 50 Bags of Tin Scrap, which we hope to have ready for Shipment in about 14 days.

Awaiting your shipping instructions,

We are, yours truly,

ALBERT ROCHE LTD.

105.—Reply to Inquiry for Solder Ashes with Remarks on Copper and Lead.

Hanley, 7th June, 19 . .

MESSRS. ROBERTSON, NICOLL & CO.,

LONDON.

Dear Sirs,

We acknowledge receipt of your letter of yesterday, and note that you are in a position to quote us for Solder Ashes. Whenever we have any for disposal we will let you have a sample, and hope you will be able to obtain a good price for us. With regard to Copper sheets and rods, we do not propose to make any alterations in our present arrangements, but we are in the market for 15 tons of English Pig Lead. Will you let us know your latest price f.o.r. Liverpool?

Yours faithfully,

THE ARDMORE CANNING CO.

106.—Answer to No. 105—Quotation for Pig Lead.

London, 8th June, 19 . .

THE ARDMORE CANNING CO.,

HANLEY.

Dear Sirs,

We beg to thank you for your letter of the 7th inst., and regret that you do not see your way to favour us with your inquiries for Copper Sheets and Rods, especially as, being sole London Agents for one of the best known Sheffield firms for Copper Sheets, we are in a peculiarly good position to quote low prices. Perhaps

later on, however, we may be able to approach you on this matter with better success.

With reference to the 15 tons English Pig Lead, we have pleasure in quoting you £17 per ton f.o.r. Liverpool: usual terms.

Trusting to be favoured with your esteemed order,

We remain, Yours faithfully,

ROBERTSON, NICOLL & Co.

107.—Letter requesting Wired Quotation for Tin and Metal Market News—Use of Code suggested.

Christiania, 19th Nov., 19 . .

MESSRS. WATERHOUSE & Co.,
118 GRACECHURCH ST., E.C.

Dear Sirs,

We should be glad if you will wire us Friday afternoon your lowest price for Lamb and Flag Ingot Tin in 28 lb. Ingots, firm against our reply in London by noon on Monday next. Tin to be delivered f.o.b. London, and shipped per steamer by the 29th inst. without fail. Cash against documents or draft at three or eight days' sight. We are going to buy a lot on Saturday or Monday morning next, and trust your price will be low enough to enable us to place the business with you. You will have seen from our letter of the 17th inst. that for the last lot shipped by you we had to pay at a very high rate of exchange, and also that we did not get the B/Lading until we had paid, instead of, as is usual, upon acceptance of your draft. If we are to continue to do business with you these things must be avoided. We ought to have the B/lading against our acceptance of the draft, otherwise we incur considerable extra costs on the goods; and we should not be asked to pay your drafts at more than the current rate of exchange. No doubt you can arrange these two points to our satisfaction.

May we take it that until other arrangements are made we are to use the private code established between you and Messrs. Nielssen & Sohne, of Gothenburg, copy of which you recently sent us? Please add to wire a word or two as to market prospects.

Yours faithfully,

NORDIN & MALLINGS.

108.—Offer of Borings and Aluminium Turnings.

London, 4th Aug., 19 . .

MESSRS. G. R. FOWLES, LTD.,
LONDON.

Dear Sirs,

Re your representative's call to-day, we offer the under-noted, subject to being unsold, as per samples taken.

No. 604 Borings, abt. 3 tons, price £35/5/- per ton.
,, 650 Aluminium Turnings, abt. 3 tons, price £29 per ton.

deld. Shipping Wharf, London, Net Cash.

Kindly make us your best offer for about 7½ tons Borings, as sample No. 727. We are sorry we cannot put a price on these owing to a misunderstanding with our sellers. We believe, however, they are worth about £53/10/- per ton.

Yours faithfully,

ARDLOW & JAMES.

109.—Confirmation of Sale of Borings—Refusal of Bid for other Parcels.

London, 14th Aug., 19 . .

MESSRS. G. R. FOWLES, LTD.,
LONDON.

Dear Sirs,

With reference to your Mr. Healy's call to-day,

we confirm sale to you of about 7½ tons Govt. Gunmetal Borings, as sample No. 727; price £52/15 per ton, deld. to wharf, London, net cash against documents.

Delivery by Saturday's steamer with the parcel of old metals sold you a few days ago.

We regret you are unable to offer us more than £34/10 per ton for the Borings, No. 604, and £28 for 3 Tons Aluminium Turnings. Neither of these bids is of the slightest use to us. Thanking you,

We remain, Yours faithfully,

ARDLOW & JAMES.

110.—Letter advising Sample of Glazed Bricks—Price quoted.

Wellingborough, 6th May, 19 . .

H. ABLETT, ESQ., A.R.I.B.A., F.S.I.,[1]
LONDON.

Dear Sir,

As arranged by our Mr. Mayhew, we have pleasure in sending you, carriage paid, a sample of our Green Salt Glazed Bricks. We trust same will meet with your approval, and hope that we shall be favoured with your kind specifications. Our prices to builders and contractors are—

Headers . . .	£9	17	6
Stretchers . . .	£10	7	6

per 1,000 at London stations, in 5 ton lots and upwards, less 2½ % for cash in 1 mth.

Yours faithfully,

JAMES PARTON LTD.

[1] Associate of the Royal Institute of British Architects; Fellow of the Sanitary Institute.

111.—Inquiry for Dairy Tiles.

London, 17*th Oct.*, 19. .

MESSRS. EVERSTEIN & Co.,
COPENHAGEN.

Gentlemen,

I am informed that you are the makers of an Impervious Tile, suitable for the floors of dairies, etc. I shall be glad if you can give me the following particulars—

Price, size, colour, weight per 1,000, and what arrangements you make for delivery in England.

The tile was brought to my notice by Mr. Jorgensen, of Messrs. Breitkoff & Grimm.

Yours faithfully,
F. MASTERS.

112.—Letter explaining Quotation for Tiles.

London, 26*th Oct.*, 19 . .

MESSRS. RAMSEY & Co.,
BRENTFORD.

Dairy Tiles.

Gentlemen,

I have this day heard from Messrs. Everstein, of Copenhagen, who send quotations for the above. The prices mentioned are very ambiguous, as they quote f.o.b. Antwerp and Copenhagen, and do not state the cost of freight.

I enclose their letter, and have noted on it the corresponding number per English yard. The Treatment room contains 295 sq. yards. or 272 sq. metres, which may help you to calculate the cost of the tiles. The amount to be allowed for the granolithic should be 2/3 to 2/6 per yd.

Yours faithfully,
F. MASTERS.

113.—Confirmation of Verbal Quotation for Flooring Tiles.

Willesden, 24th Nov., 19 . .

MR. CLARK,
AUSTIN FRIARS, E.C.

Dear Sir,

In reference to our Mr. Collin's call on you we have much pleasure in confirming price quoted as follows : Supplying and fixing on ready prepared bed, sand and cement, etc., to be found for the fixing as usual,

3 × 3 Black and White Flooring Tiles, with border if required, as per our Patts. 550 or 566, shown on sheet No. 11, @ 6/9 per sq. yard.

Less 2½% Dis., Monthly Settlement.

Work to be executed in London and District.

We hope to be favoured with your esteemed order, which shall have our very best attention.

Yours faithfully,
FLOOD, JONES & Co.

114.—Request for goods *ex* Contract, etc.

Northampton, 19th Jan., 19 . .

MESSRS. JOSEPH TREWS & COGHLAN,
147 SWALLOW STREET,
LIVERPOOL.

Dear Sirs,

We shall be glad if you will forward us at once 15 Cases Tarantella Tomatoes, ex. cont. 12/9/ . . as we are almost out of stock.

Please note also that on invoice dated 9th January, you have only allowed us 1 lb. tare on 2 Bxs Glacé Apricots.

Have you any oval glass dishes Argus Sardines on offer, and at what price ?

Yours faithfully,
ALFRED BERRY.

(See also Letter No. 133.)

115.—Reply to No. 114.

Liverpool, 21*st Jan.*, 19 . .

Mr. A. Berry,
Northampton.

Dear Sir,

In reply to your postcard *re* Tarantella Tomatoes, we beg to say that at the moment it is impossible to give you another fifteen cases. We will do our very best for you as soon as possible, and let you know definitely within a day or so.

With regard to the tare allowed on Glacé Apricots, we herewith beg to hand you credit note for 1/-, and apologise for allowing you the tare on 1 box only.

We can offer you 1 case only, 48 Oval Glass Dishes Argus brand of Sardines, at 16/6 per dozen. We are reserving this for you, and shall be glad to hear from you soon, as this is all we shall be able to let you have this season.

We are, Dear Sir,

Yours faithfully,

Joseph Trews & Coghlan.

CONSIGNMENTS.

116.—Consignment of Pulpwood and Props.

Ekaterinhofsky Prospect,
St. Petersburg,
* 2/15 *April*, 19 . .

Messrs. Kingswood & Co.,
London.

Gentlemen,

Our good friends Messrs. Krasnojarsky & Co., of this city, with whom, we understand, you have extensive dealings, have suggested your names to us, as being in

* The Russian O.S. (Old Style) Calendar is 13 days behind the New Style Calendar in use through the greater part of Europe. Russian letters usually have both dates as above.

a position to handle our consignments to advantage. Lately we have had reason to complain of the way in which our interests have been looked after; and we are prepared, subject to trial, to place them wholly in your hands. Accordingly, we propose, soon after the opening of navigation, to forward you a Consignment of Pulpwood and Props, which please dispose of as advantageously as possible. We trust that, from your experience in dealing with this consignment, you will be able to secure good orders for us. Terms, as usual, viz. 10 to 20 % with order; 30 to 50 % at station; balance against B/Lading.

Pulpwood—White Fir 1 metre long × 4″ to 7″ diameter, fully cleaned from bark and bask, per cubic fathom Russian = 343 cubic feet.

Props—Red Fir 2½″ to 6–7″ tops, half-barked lengths 5′ 0, 6′ 0, 6′ 6″, 7′ 0, 7′ 6″, 8′ 0 per cubic fathom Russian.

We shall be glad to learn that our proposal is satisfactory to you, and that we may look forward to a long and profitable connection.

We are, Gentlemen,
Yours faithfully,
K. Kolenitscheff & Co.

117.—Acknowledging letter *re* Consignment of Pulpwood.

London, 30th April, 19 . .

Messrs. K. Kolenitscheff & Co.,
St. Petersburg.

Dear Sirs,

We are in receipt of your favour, dated 2/15 inst., and await with pleasure your proposed consignment, which we trust to be able to dispose of to your satisfaction. At the moment we have an inquiry for a large quantity of Sleepers and shall be glad if you will quote us, by return, your lowest price, f.o.b. Riga, for Fir Sleepers,

8′ 11″ × 10″ × 10″, and Oak ditto, 260 cm. × 26 × 16, German pattern.

We shall be obliged, too, if you will inform us whether or not you have an arrangement with any Shipping Company in respect of Freight, and if you have, what the arrangement is, as it may possibly be more advantageous if you ship and debit our account than if we charter a vessel specially.

On the general question of our connection with you, permit us to say that we have no doubt whatever that it will work to your advantage, as we are well known in the timber and paper-making trades, and all the larger buyers are on our books.

Thanking you for giving us a trial, and assuring you of our best services at all times,

We are, dear Sirs,
Yours faithfully,
KINGSWOOD & Co.

118.—Consignment of Furs.

Kiachta, 16/29*th May*, 19 . .

MESSRS. CROWHERST & COLLINGWOOD,
LONDON.

Dear Sirs,

Your account sales for shipment of Furs per s.s. *Suliman* and B/Exchange value £847. 10. 6. in settlement are to hand. The proceeds are satisfactory, and point to a brisk demand. We are shipping you per s.s. *Orwell*, leaving to-morrow, a further consignment of four cases, marked $\frac{\text{C \& C}}{\text{London}}$ ⌗ 137/140, containing—

Iltis (Pole cat), 1600 skins, finest quality, dark and very glossy. Fox (Siberian), 400, all picked skins. Sable, 500 the best procurable, which ought to command good prices.

Enclosed we hand you consignment note. Please cover these goods by Insurance till sold, as we do not wish to run any risk. We have on hand about 1500 of the finest Sable, which we are prepared to ship on hearing from you that the market is favourable. Can you do anything with Blue Fox, of which we have 250 ? Our Mr. Kleinkopf, whom we have recently taken into partnership, will be in London in about a fortnight's time, and will be with you shortly after his arrival. He would like to know something of the conditions governing the sale of furs in your country, so kindly give him all the information you can. Recommending the present consignment to your usual careful handling,

We are, Yours faithfully,
A. ANTONOFFSKY & Co.

119.—Reply *re* Consignment of Furs.

London, 20th June, 19 . .

MESSRS. A. ANTONOFFSKY & Co.,
KIACHTA, SIBERIA.

Dear Sirs,

We are in receipt of your favour of 16/29 May, and note that you are shipping four cases of Furs. We are glad to say that just now the market is in a very strong position, so that we have every hope that you will be well satisfied with the proceeds of sale. Sables are in particular demand, but only the very best quality, and to go off quickly they should not be offered at more than 10/-, say 5 Rbls., per skin. Blue Fox is little thought of here, but it is scarce, and enough to make, say, 10 cloaks, could no doubt be disposed of, with the possible result of awakening a further demand. If you care to ship the 250 skins, we will do our best with them. We note your instructions as to Insurance, and will advise you of the

receipt of the cases. We are glad to learn that Mr. Kleinkopf is coming over. You may rest assured that any representative of your esteemed House will receive a hearty welcome.

Yours very truly,

CROWHERST & COLLINGWOOD.

120.—Shipment of Wheat.

Odessa, 16/29 *Mar.*, 19 . .

MESSRS. MUMFORD, SMALLS & WESTON,

LONDON.

Dear Sirs,

In reply to your inquiry we are prepared to ship to your order a cargo of best Taganrog Wheat on the conditions contained in yours of the 3rd/16 inst. The cargo not to be less than 8000 or more than 9000 tschetvierts, full shipping documents to be delivered to bank here for transmission to London, and handed over to you against cash. You make no mention of Freight or Insurance, so unless we hear to the contrary, we shall pay Freight and effect the Insurance and debit your account. Please cable us if this is in order, Code A.B.C., 4th Edition. We are advised that the corn has wintered well, with every prospect of a more than average crop.

Yours faithfully,

K. SCHLIAKOFF & Co.

121.—Reply respecting Shipment of Wheat.

London, 4th April, 19 . .

MESSRS. R. SCHLIAKOFF & Co.,

ODESSA.

Gentlemen,

Your favour of the 16/29 March is to hand. In reply we cabled you as follows—

"*Caution Antelope Aptness.*"

"We agree to your effecting Freight and Insurance on our account. Ship at once, as we have sold forward. We are open for another cargo of same quantity if at a slightly lower figure."

We trust that the vessel is now loading, and shall be glad if you will cable name of steamer and date of sailing. With respect to the second cargo we should wish this to reach the Thames towards the end of next month, by the s.s. *Black Prince*, due at Odessa on the 1st May. Please add to your cable whether or not you can manage this, and your quote. If you can, and the price is right, we will make the necessary arrangements with the owners respecting Freight, and also effect Insurance. The market at present is somewhat dull.

Yours faithfully,

MUMFORD, SMALLS & WESTON.

122.—Letter ordering Cloth.

St. Petersburg, 4/17 *Jan.*, 19 . .

THE VALLEYFIELD MILLS,

BRADFORD.

Dear Sirs,

Your price lists and patterns arrived during the New Year holidays, and this is the first opportunity we have had of attending to them. The samples are of good quality but, having regard to the high duty chargeable on cloth, we could wish they were better, as it does not pay us to import any but the very highest grades. Further, your prices are somewhat stiff, and here again the heavy duty makes it imperative that foreign manufacturers should keep their prices as low as possible if they are to do any considerable trade with Russian buyers. We note that you quote f.o.b. U.K., but we

always prefer quotations to be c.i.f. St. Petersburg. We will, however, take a roll each of

34 *a.*, 116, 48 and 37,

at prices quoted, if c.i.f. St. Petersburg, and provided you comply with the terms generally prevailing here, viz. 20 % from invoice and draft at six months. Please remember that the goods must be extremely well packed, as until the opening of navigation some four months hence, all shipments must be made *viâ* Reval, and train on to here.

Awaiting the favour of a reply by return,

We are, dear Sirs,

Yours faithfully,

KLEINBURGER & Co.

123.—Reply to Letter *re* Cloth.

Bradford, 23 *Jan.*, 19 . .

MESSRS. KLEINBURGER & Co.,

ST. PETERSBURG.

Dear Sirs,

We are in receipt of your esteemed favour of the 17th inst., with order for Four rolls of Cloth, but regret to say that on the terms mentioned we find it impossible to fill same. We are prepared, however, with a view to larger business, to concede you a discount of 20 % and a three months' draft, prices to be f.o.b. U.K. and not c.i.f. St. Petersburg.

We already have extensive dealings with Russian houses, and know fairly well the grade of cloths required, and although the samples submitted to you do not represent our very best makes, yet there is a steady demand for such cloth in Russia, and to none of our numerous customers there do we give more favourable terms than those quoted above. We hope to hear that you can pass us your business on these terms.

We are sending you, under separate cover, a sample bunch of superior cloths, the manufacture of which is almost solely confined to these mills. In texture and finish they leave nothing to be desired, and the prices, see list enclosed, cannot possibly be considered high.

We shall be glad to have your opinion of these samples.

Yours faithfully,

THE VALLEYFIELD MILLS.

124.—Commission Agent's Letter regarding Settlement, etc.

Warsaw, 18/31 *July*, 19 . .

MESSRS. TURNER & LAIDLAW,
LONDON.

Dear Sirs,

We are in receipt of your favour of the 21st inst., for which we are obliged. Enclosed is sight draft for £26. 10. 8. on Messrs. Robert White & Son, 18 and 19 Minories, E.C., which clears off our indebtedness to you. We would have remitted earlier, but, according to the terms arranged between us when opening the account, you were to draw upon us, which you have not done. On the adjoining page we hand you indent for various lines, which please ship at once. Send your invoice, with all discounts deducted, direct to us, and, at the same time, draw in settlement at 10 d/s as arranged.

Can you quote us for Gum Olibanum, of which we use large quantities? Your market may be easier than Hamburg, our usual source of supply. If you can, please let us have samples, about 134/-, with the present shipment.

Yours faithfully,

K. KALASCHINKOFF & Co.

125.—Reply to Letter No. 124.

London, 6th Aug. 19 . .

MESSRS. K. KALASCHINKOFF & Co.,
LONDON.

Gentlemen,

Your favour of the 18/31 ult., with indent and sight draft for £26. 10. 8. on Messrs. Robt. White & Son, is to hand. We enclose receipt for the draft, and beg you to be good enough to overlook our request for a remittance, which would not have been made but for our bookkeeper's omission to record the terms of settlement.

We have been able to execute the whole of your indent except the Pepper, the parcel having been sold. We can, however, match it for you if you desire it. Enclosed is invoice value £37. 10. 6. net, for which we have drawn at 10 d/s.

In Case 167 you will find samples of Gum Olibanum varying from 122/- to 136/- f.o.b. London. Of these we think the sample at 133/- offers the best value. In the unlikely event of none of these samples suiting you, we can submit others.

Yours faithfully,
TURNER & LAIDLAW.

126.—Letter *re* Agency for Hardware.

Moscow, 14/27 *June*, 19 . .

MESSRS. HARDING & MATHERS,
SHEFFIELD.

Gentlemen,

Your esteemed favour of 7/20th inst., with catalogues and price list, duly to hand. We think that good orders could be obtained for many of the items, but, at the same time, we feel that you are severely handicapping both yourselves and us by adopting a basis of cash settlement. Practically all business here is done on the credit

system, and credit varies from six to twelve months—seldom less than six, and frequently more than twelve. The commission, too, should never be less than 15%. Many of your competitors allow 20%. On the other hand, your prices are reasonable, and your manufactures sound both in design and quality of material. May we suggest that you increase your prices somewhat, and fall into line in respect of credit, as, with the best will in the world to serve you, we are afraid it would be neither worth your while nor ours to attempt it on the terms quoted?

At the present moment we have an inquiry for a thoroughly up-to-date mowing machine. The one depicted in Catalogue D, p. 18, should exactly suit the customer. If you can fall in with our suggestion as to credit we think we could get your mower accepted. Please favour us with an early expression of your views on the matter.

If it will help you at all we are quite willing to act as Del Credere Agents, our commission in that case to be increased from 12½% to 20%.

Yours faithfully,
L. SACHAROFF & Co.

127.—Reply to Letter *re* Agency for Hardware.

Sheffield, 4th July, 19 . .

MESSRS. L. SACHAROFF & Co.,
MOSCOW.

Dear Sirs,

Your letter of the 27th, for which we are obliged, is to hand. We are glad you think that a good market can be found for our goods, but we confess that credit on the scale you mention opens up a far from attractive prospect. The last sentence in your letter, however, promises to get over the difficulty. We are quite willing

to appoint you Del Credere Agents on a basis of 20% commission, especially if, as we presume will be the case, you are willing to lodge adequate security with our bankers here.

It would be unreasonable to expect that you should undertake this agency without safeguarding your own position, and, provided security is deposited, we are quite willing to enter into a formal agreement giving you the sole agency for a period of five years, contingent upon a gradually increasing turnover in a ratio to be mutually determined—the agreement to come up for revision six months prior to the expiration of the five years.

With regard to the mowing machine, you know, of course, that we make a speciality of mowing machines, for which we have a reputation second to none. The one referred to by you, viz. the "Granville," represents the last word in these machines, and embodies important improvements such as can be found in no other make. Kindly point this out to your customer, and if he is still desirous of long credit try what a 10% discount for cash will do. Awaiting your full reply,

We are,

Yours very faithfully,

HARDING & MATHERS.

128.—Letter *re* Consignment of Wines.

Cadiz, 19th March, 19 . .

MESSRS. OLDFIELDS & WARBURTON,

LONDON.

Dear Sirs,

We are in receipt of your favour of the 15th inst., enclosing A/C sales for the consignment of Port, mark M.G.C. shipped to you in January last, also B/Exchange value £580. 9. 6. in settlement.

We are very pleased to note the excellent prices you have been able to obtain for this parcel, and also to have your report as to the favourable state of the market for Sherries and Malagas.

In accordance with your suggestion we have consigned to you to-day, per s.s. *Oporto*, a selection of these wines as per consignment note enclosed, and herewith hand you shipping documents.

We particularly draw your attention to the three Butts mark Tarantella. This is a fine old Amontillado, possessing great distinction both of colour and bouquet, well worth the attention of connoisseurs, and should find a ready sale at a good price.

The six hhds. Pale, full-flavoured Sherry marked P.S.L. is a really good wine, at a moderate price, which for some reason or other has never had justice done to it either here or abroad. We should be gratified to find that you can force a market for it.

We are glad to be able to tell you that the underwriters have now settled our claim in respect of the Amoroso shipment. As you know, these were poor quality wines of a somewhat neglected mark, so that we may congratulate ourselves in getting rid of them without loss.

Yours faithfully,

MARTINEZ, GONZALA & Co.

129.—Consignment of Cotton.

Liverpool, 9th Sept., 19 . .

MESSRS. PATRIDI & SONS,
CAIRO.

Dear Sirs,

We are duly in receipt of your letter of the 28th Aug. covering B/Lading for the Consignment of 500 bales Egyptian. Unless the appearances of the market

and our exceptional sources of informatio
deceive us, we do not think we shall have m
in getting some points above 6⅛*d.*, the price
This morning we received a private cable fro
"Weather very unfavourable; crop prospects
probably indicates the condition of a large pr
the cotton belt. To-day, Egyptian futures close
up, and spot fetched 6½*d.* The market here, owi
absence of American advices due to the holidays,
½ a point down, but quickly rallied when it became evident that the trade had started buying again. The noon rates showed an advance of 7 to 9½ points. This brought out selling orders from America, and prices eased off, except for the near position, which remained very steady, closing 7½ points up, while futures rose 6 to 7 points. Trade prospects, too, are much brighter, and there is every indication of a steady demand for some time to come. Under these circumstances, and as you have left the matter to our discretion, we have decided to hold off for a day or two.

Trusting that events will justify this course of action, and assuring you of our best endeavours at all times,

We remain, Yours faithfully,

ROBERT WILSON & CO.

130.—Letter *re* Consignment of Cutlery.

London, 14th July, 19 . .

THE J. B. LINTOTT COMPANY,
186 FIFTH AVENUE,
NEW YORK.

Gentlemen,

We have shipped you per Cunard s.s. *Mauretania*, leaving Southampton to-day, 10 cases cutlery, marks and numbers as under, which we trust will reach you in good time and order. Enclosed please find Consular Invoice,

Bill of Lading and Insurance Policy for the goods, also ordinary invoice amounting to £486. 12. 7. Enclosed, too, is statement of account to 30th June last, showing a balance against you of £1150. 7. 8., from which is to be deducted your contra account to the same date, which, according to our books, stands at £511. 18. 6.

We shall be glad if you will agree the amounts by return mail, and let us have, as usual, a 90 days' Banker's draft in settlement. Should there be any discrepancy between your figures and ours, kindly send draft for the balance as you make it, with abstract from your books, and the differences, if any, can be adjusted later.

We are extremely sorry to hear of the decease of our good friend Mr. Finch. It is barely two months ago since he sat in this office, apparently in the best of health. We shall be much indebted to you if you will kindly give us, in confidence, your opinion as to whether or not Mr. Finch's death is likely injuriously to affect the future conduct of his firm. Our business relationships with them are, as you know, extensive, and we should not like to feel that the unwavering confidence we always reposed in them must now in the slightest degree be modified.

Yours very faithfully,

J.B.L. Co.
New York. ⧺ 156/165

WOODMAN & ALEXANDER.

131.—Letter enclosing Indent and giving Shipping Instructions.

Toronto, 1*st Mar.*, 19 . .

MESSRS. C. C. PETTIT & Co.,
181 WOOD ST., E.C.

Dear Sirs,

We are in receipt of your samples, with price list, also your scale of rebate and terms of settlement, all of which we find satisfactory.

Herewith we have pleasure in handing you indent for immediate shipment by C. P. Co.'s *City of Quebec*, which we are advised will be leaving Liverpool on the 18th prox.

The goods are to be packed in oil baize lined cases, and the contents of each case clearly marked on the outside.

Invoices are to be in triplicate, and fully certified to permit entry of the goods under the preferential tariff accorded to British manufactures. Bill of Lading and Insurance Policy for 10% above invoice value are to be attached. Mark the cases $\frac{\text{M. J. Sons,}}{\text{Toronto}}$ and number consecutively. Any lines that cannot immediately be filled are to be cancelled.

This is a trial order, to which we trust you will give your very best attention as, if satisfactory, we shall probably be able to see our way to extensive dealings with you.

Yours faithfully,

MUIRHEAD JOYNSON'S SONS.

132.—Advice of Shipment of Indent, etc.

London, 17th April, 19 . .

MESSRS. MUIRHEAD JOYNSON'S SONS,
TORONTO.

Gentlemen,

We are favoured by yours of the 1st inst. enclosing indent which we have filled, as far as possible, and shipped in 8 cases, marked and numbered $\frac{\text{M. J. Sons}}{\text{Toronto}}$ ⧺ 871/878, per C. P. Co.'s *City of Quebec* leaving Liverpool to-morrow.

Enclosed we hand you certified invoices in triplicate amounting to £127. 10. 6., B/Lading and Insurance Policy.

Kindly note that No. 6 State Hollands 34″ 7¾*d.* and No. C8 Loom Striped Turkish Towels @ 3/7½*d.* have been withdrawn, and that all the Valenciennes Lace Edgings, assorted patterns @ 5/3, 6/3, 12/9, and

CERTIFICATE OF ORIGIN.

FORM OF COMBINED CERTIFICATE WHICH MAY BE USED ON INVOICES OF GOODS FOR ENTRY UNDER THE BRITISH PREFERENTIAL TARIFF.

(1) Name of person signing the certificate.
(2) Insert the words partner, manager, chief clerk, or principal official, giving rank as the case may be.
(3) Name and address of exporter or exporters.

I, (1) James Gardiner
hereby certify that I am (2) Manager
of (3) James Truscott & Sons, 14 Little Britain London E.C.
the exporter (s) of the articles included in this invoice, and that I am duly authorised to make and sign this certificate on behalf of the said exporter (s)

(4) Name of exporter or exporters.
(5) Name of party or parties to whom articles invoiced.
(6) Insert in words at length the total value of the invoice.

I have the means of knowing and I do hereby certify that this invoice from the said (4) James Truscott & Sons to
(5) Williams Son & Doyle of Montreal amounting to
(6) Eighty Seven Pounds Ten Shillings
is true and correct; that all the articles included in the said invoice are *bonâ fide* the produce or manufacture of one or more of the following countries, viz.:—

(7) Names of the countries where the articles have been produced or manufactured, being countries entitled in Canada to the benefits of the British preferential tariff.

(7) Gt. Britain

and that a substantial portion of the labour of one or more of such countries has entered into the production of every manufactured article included in the said invoice to the extent in each article of not less than one-fourth of the value of every such article in its present condition ready for export to Canada.

That the said invoice contains a true and full statement showing the price actually paid or to be paid for the said goods, the actual quantity thereof, and all charges thereon,

That the said invoice also exhibits the fair market value of the said goods at the time and place of their direct exportation to Canada, and as when sold at the same time and place in like quantity and condition for home consumption, in the principal markets of the country whence exported directly to Canada, without any discount or deduction for cash, or on account of any drawback or bounty, or on account of any royalty actually payable thereon or payable thereon when sold for home consumption but not payable when exported, or on account of the exportation thereof or for any special consideration whatever,

That no different invoice of the goods mentioned in said invoice has been or will be furnished to anyone; and

That no arrangement or understanding affecting the purchase price of the said goods has been or will be made or entered into between the said exporter and purchaser or by anyone on behalf of either of them, either by way of discount, rebate, salary, compensation or in any manner whatsoever other than is shown in the said invoice.

Whereas German goods are subject to a surtax in Canada, I certify that the chief value of none of the articles included in this invoice was produced in Germany.

Signature James Gardiner

Dated at London
this Twenty third day of November 1908.

NOTE.—Exporters are carefully to observe the above instructions ON THE MARGIN when making their Certificates or Invoices.

26/11 per gross are for the moment out of stock. No. B431 Unshrinkable Angola Pyjama Suits are now quoted at 100/- per doz., but as this is an advance of only 2/- per doz., and other lines on your indent show equal or greater reductions, we have ventured to send them.

We note that we may expect further business from you, and trust that the prompt and careful way in which we have filled this, your trial order, will give you full confidence in both our willingness and ability to afford you every satisfaction.

Yours faithfully,
C. C. Pettit & Co.

CONTRACTS AND SALE NOTES

133.—Contract for Tinned Goods and Dried Fruits.

Liverpool, 12*th Sept.*, 19 . .

Mr. Alfred Berry,
Northampton.

Dear Sir,

We have this day sold to you—

120 Cases (2 Doz.) "Tarantella" Tomatoes @ 4/- per doz. deld.

For delivery over 19 . . ; equal quantities monthly.

25 × 25 lb. Bxs. Evap. Apricots.
Choice. @ 49/6 per cwt.

25 × 25 lb. Bxs. Evap. Pears.
Extra Choice. @ 55/- per cwt.

First shipment.

5 Cases (100 × $\frac{1}{4}$s) Peneau's Sardines @ 6/6 per doz. deld.
Subject to pack.

50 Cases 24 × 2$\frac{1}{2}$ "Blossom" Apricots @ 6/6 deld.
To arrive Spring 19 . .

Yours faithfully,
Joseph Trews & Coghlan.

134.—Letter enclosing Contract Note.

London, 7th Apr., 19 . .

GEORGE SCOONES, ESQ.,
LONDON.

Dear Sir,

Please find enclosed contract note for the sale of—

£200 L.C.C. 3 % @ 91½
£300 Middlesex 3 % @ 90⅝ } for the 10th inst.

Will you please be here at 2 o'clock on Friday, that being the best time to effect the transfer.

Yours truly,
ARTHUR PHILLIPS.

Contract Note.

ARTHUR PHILLIPS,
LONDON.

7th *Apr.*, 19 . .

Sold for George Scoones, Esq.—

£200 London County Council 3 % Stock			
@ 91½	£183	0	0
Brokerage ⅛ % and stamp		6	0
	£182	14	0
£300 Middlesex County 3 % Stock			
@ 90⅝	£271	17	6
Brokerage ⅛ % and stamp		8	6
	£271	9	0

STAMP

ARTHUR PHILLIPS
member of the
Stock Exchange
London

135.—Letter advising Purchase of Stock by Bankers.

Cornhill, 14th Sept., 19 . .

Mrs. James Gardiner,
Carlton House, S.W.

Madam,

We are favoured with your letter of yesterday, and agreeably to your request we have to-day purchased for account day, 15th Aug. next—

£500 Grand Trunk Rly. of Canada
4 % Guar^{d}. Stock @ 101$\frac{7}{8}$ % = 509 7 6
Commission 2 11 0
Stamp fee 2 18 6

£514 17 0

with which sum your account will be duly debited.

Our charges are covered by a division of Commission with the Broker.

We are, Madam,
Yours faithfully,
The Central Bank Ltd.

136.—Confirmation of Sale of New Zealand Lambs.

London, 13th Mar., 19 . .

Messrs. Kerr & Winterton,
Central Meat Markets,
Smithfield, E.C.

Gentlemen,

We beg to confirm having this day sold to you—

Quantity: 5000 (Five thousand) Prime New Zealand Lambs.

Brand: SX.

Price: 5$\frac{1}{4}$*d.* per lb.; c.i.f. Colonial Weights.

Shipment: First week June next.

Payment: Cash against documents on arrival of vessel in London.

Any dispute arising out of this Contract to be settled by Arbitration in London in the usual way.

Yours truly,
WILLIAMS & SMITHSON.

137.—Letter confirming Meat Contract.

Smithfield, 14th Mar., 19 . .

MESSRS. WILLIAMS & SMITHSON,
LONDON, E.C.

Dear Sirs,

We beg to confirm your Contract of the 13th inst. which is quite in order.

Yours truly,
KERR & WINTERTON.

138.—Contract for Tin Scrap.

Dundee, 7th Jan., 19 . .

MESSRS. OPPENHEIM & Co.,
LONDON, N.

Dear Sirs,

We beg to confirm having this day sold to you—

Quantity: 500 tons Tin Scrap, clean and free from rust, terne and black plate.

Packages: Bundled in bales of about 2 cwt. each, strongly wired.

Delivery: To be delivered over this year in shipments of not less than 40 tons in one lot each month.

Price: Price 70/- per ton net weight f.o.b. Dundee.

Terms: Payment 80 % cash against documents, remainder on arrival and verification of weight at your London Works.

We shall be obliged by your confirmation,
And remain, Faithfully yours,
ROBERT SCOTT & Co.

SHIPPING, FORWARDING AND CLEARING OF GOODS.

139.—Advice of Shipment of Tinned Goods to Forwarding Agent of Buyers.

London, 15*th Aug.*, 19 . .

MESSRS. T. FARMER & Co.,
MINORIES, LONDON, E.

Dear Sirs,

We beg to inform you that we have to day sent to Albert Docks addressed to you for shipment per s.s. *Ophir*—

50 Cases Anchor Pears,
100 do. Golden Magnet Peaches,
75 do. Argus Pineapples,
25 do. Ship Tomatoes,

to be forwarded to Messrs. P. J. Smith & Co., Cape Town. Value for Insurance £200.

Also by the same steamer—

100 Cases ¼s Vera Cruz Sardines,

to be forwarded as per instructions of Messrs. Stellenbosch & Sons, Durban, now in your hands. Value for Insurance £105.

Yours faithfully,
JOHNSON, RENNELL & NEPHEW.

140.—Advice of Shipment to Forwarding Agent of Buyers. Bill of Lading Enclosed.

London, 31*st Aug.*, 19 . .

MESSRS. BARTIG & SCHWARTZ,
HAMBURG.

Dear Sirs,

We beg to advise you that we have shipped by s.s. *Excelsior* to your address the following goods—

Mark Nos.	Goods	Gross	Net	Value
A.G. 1/30	30 bags Spices	30 cwt. 3 qr. 6 lb.	30 cwt.	£117. 10. 8.

which please forward as per instructions of Messrs. Behrer & Co., Dresden.

Insurance in the sum of £140 is provided for as far as Hamburg only. Enclosed we hand you Bill of Lading and duplicate invoice.

Yours faithfully,
JAMES BLYTH & Co.

141.—Advice of Shipment of Spices to Buyers. Invoice Enclosed.

London, 31*st Aug.*, 19 . .

MESSRS. BEHRER & Co.,
DRESDEN.

Dear Sirs,

In accordance with your esteemed order of the 23rd inst., we have shipped per s.s. *Excelsior* to Messrs. Bartig & Schwartz, Hamburg, for your account and risk—No. 220 A. G. 1/30., 30 bags Spices.

We have requested them to forward as per your instructions. We herewith beg to hand you invoice for same amounting to M. 2,370.50, for which we have drawn upon you, as usual, at sight. Please be good enough to honour our draft on presentation.

Soliciting your further inquiries,

We are, Dear Sirs,
Your faithfully,
JAMES BLYTH & Co.

142.—Letter handing Particulars of Brandy Shipped.

Cognac, 10*th Aug.*, 19 . .

MESSRS. EVANDON & COLLINS,
LONDON.

Dear Sirs,

We beg to hand you particulars of
70 cases Brandy
shipped in conformity with your instructions by s.s. *St. Etienne*, bound for Newhaven.

Annexed is invoice for £155/10, which amount we beg you, on receipt of goods, kindly to pay into our account at Glyn, Mills, Currie & Co., Lombard St., E.C.

Yours faithfully,

PIERRE SANTIGUY ET CIE.

143.—Answer to Advice of Delivery of Motor Car. Shipping Instructions Enclosed.

London, 3rd Nov., 19 . .

MESSRS. FOX & CO.,
LONDON.

Dear Sirs,

We are in receipt of yours of the 1st and 2nd inst. advising that the T.W.Y. Car will be ready on the 11th inst., and the one for Yokohama on the 22nd.

You do not, however, make any mention of the 10 H.P. Car ordered on the 22nd October for delivery in 12 days, and which we are anxious to get away by the *Banca*, along with the T.W.Y. Car.

We enclose shipping instructions for the above T.W.Y. Car, and shall be glad if you will advise us by return that you can get the 10 H.P. Car away in time for the same steamer, so that we may send you formal instructions.

We are, Dear Sirs,
Yours faithfully,

REDPATH, SORREL & SONS.

144.—Acknowledgment of Advice that Anchors are Ready for Delivery. Forwarding Instructions.

London, 11th June, 19 . .

MESSRS. GLOUCESTER BROTHERS,
GLASGOW.

Dear Sirs,

We are in receipt of your postcard of yesterday advising that the remaining three Stockless Anchors for our order are now ready for delivery.

Kindly send these forward at once to the s.s. *Albert*, loading in the Queen's Dock, Glasgow, consigned to Captain James Shaw. Please mark the anchors *P. & Co., Melbourne.*

Yours faithfully,
PHELPS & Co.

145.—Advice of Arrival of New Zealand Lambs.

London, 7th June, 19 . .

MESSRS. KERR & WINTERTON,
CENTRAL MEAT MARKETS,
SMITHFIELD, E.C.

Dear Sirs,

We beg to inform you that the s.s. *Waiba* with 5000 Lambs consigned to your order is expected to dock Wednesday morning, and we purpose presenting the documents for payment about 12 o'clock noon.

Yours truly,
WILLIAMS & SMITHSON.

146.—Answer to Above.

London, 7th June, 19 . .

MESSRS. WILLIAMS & SMITHSON,
LONDON, E.C.

Dear Sirs,

We are in receipt of your letter of to-day's date and note contents.

As we are taking these 5000 Lambs overside we shall be glad if you will kindly present the documents, if possible, by 11 o'clock on Thursday, as we understand from the owners that the vessel will not commence discharging before then.

Thanking you in anticipation,

We are, Dear Sirs,
Yours truly,
KERR & WINTERTON.

147.—Letter *re* Freight for Gas Pipes.

London, 1st May, 19 . .

MESSRS. FELLOWES & DAVIS,
GLASGOW.

Dear Sirs,

In reply to yours of the 31st inst., regarding freight to Gisborne on a quantity of Gas Pipes, we wired you yesterday rates on same. We have no acknowledgment of our wire from you this morning, and trust same was duly received by you. In any case confirmation was sent you last night, so particulars will now be in your hands.

We are, Dear Sirs,
Yours faithfully,
THOMAS SEALE & Co.

148.—Further Letter *re* Freight for Gas Pipes.

London, 3rd May, 19 . .

MESSRS. FELLOWES & DAVIS,
GLASGOW.

Dear Sirs,

We are favoured with yours of yesterday, from which we are pleased to learn that you duly received our quotations for freight, etc., on the Gas plant for Gisborne and are hoping to be able to give us instructions regarding the forwarding of this parcel.

With regard to the question of insurance, we beg to point out that the rate mentioned as quoted by your own regular shippers, namely, 7*s.* 6*d.*, is the same as that quoted by us in our telegram. We trust that this explanation will enable you to fix up through us, in which case you may rest assured that your interests will receive our most careful attention.

We are, Dear Sirs,
Yours faithfully,
THOMAS SEALE & Co.

149.—Offer of Services as Forwarding Agents for Pig Lead. Price Quoted.

Liverpool, 18*th Mar.*, 19 . .

MESSRS. BARCLAY & Co.,
LONDON.

Dear Sirs,

Referring to the correspondence we had with you about the end of January last regarding Pig Lead from Spain to Manchester, we shall be glad to know whether there is any prospect of your bringing forward some parcels in the near future. We shall have our steamer *Prince Albert* calling at Cartagena during the first week in April, and she is loading a parcel of Pig Lead for Manchester. Can you see your way to offer us a shipment also at 8*s.* 6*d.* a ton?

Yours truly,
WILLIAM VIRTUE & Co.

150.—Another Letter *re* above.

Liverpool, 23*rd Feb.*, 19 . .

MESSRS. BARCLAY & Co.,
LONDON.

Dear Sirs,

Pig Lead: Spain to Manchester.

We are duly in receipt of your favour of yesterday, and are sorry that you see no prospect of bringing forward any parcels just yet. Please let us know any time that you are ready and we will endeavour to arrange a steamer for you.

Yours truly,
WILLIAM VIRTUE & Co.

151.—Answer to Inquiry when next Cape Town Steamer will sail. Particulars of Goods asked for.

London, 15th April, 19 . .

MESSRS. DUHAY & Co.,
LONDON.

Dear Sirs,

We have to thank you for yours of yesterday inquiring the next steamer for Cape Town, and have pleasure in advising that the s.s. *Johannesburg* will be loading in the South West India Dock until Friday next, the 8th inst. Following her is the *Gaika* loading in the East India Dock until the 13th inst. We shall be glad to book your two cases by whichever of these steamers is most convenient to you for delivery.

Kindly let us have particulars for insurance and Customs purposes, and advise us the class of machine these working parts are for.

Thanking you for this order,

We are, Dear Sirs,

Yours faithfully,

CARNE, SEWELL & Co.

152.—Acknowledgment of Mate's Receipt.

London, 9th Feb., 19 . .

MESSRS. FURNIVALL & SONS,
LONDON.

Dear Sirs,

We thank you for yours of yesterday handing us Mate's Receipt for 50 cases Hardware shipped to Wellington, per s.s. *Waipara,* on account of Messrs. Ivy, Waterhouse & Co., Wellington, New Zealand.

We are, Dear Sirs,

Yours faithfully,

JONES & Co.

153.—Shipping Quotation for Detinned Scraps.

London, 16*th April*, 19 . .

MESSRS. ARNOLD & FOSTER,
LONDON.

Gentlemen,

We enclose herewith our quotation on 3000 tons Detinned Scraps from Mannheim to Newport and Swansea, our rates being based on direct overside delivery *ex* Rhine craft into the export steamer. If the Rhine craft misses the export steamer, or the discharging time of the craft does not agree with the loading time of the steamer, and we are thus compelled to put the goods into shed, an additional charge of 14 pfgs. per 100 kilos. will be made. We are quoting you two rates to Newport; one per Rotterdam, Newport Line, and the other based on shipment per Swansea Steamship Co.; the first rate is higher, but sailings are more frequent, so that the chance of goods being warehoused is reduced to a minimum. We trust you will give us the handling of this business.

5 *tons Tin Ingots to Bilbao.*

With regard to the above, the first steamer is closing on Thursday 18th inst., to be followed by a steamer about 10 days later. We shall be pleased to hear that you can arrange to ship this consignment by the earlier vessel, in which case please fill in and return one of the enclosed Shipping Forms.

Yours faithfully,
W. E. TYLER & Co.

154.—Confirmation of Verbal Shipping Rates for Tin Scrap.

14*th Jan.*, 19 . .

MESSRS. ARTHURS & Co.,
LONDON.

Dear Sirs,

Tin Scrap to Ostend.

We are in receipt of your favour of the 11th inst.,

with reference to the above and beg to confirm the figures quoted by Mr. Jones to you.

We have sailings to Ostend every Tuesday and Saturday from St. Katharine's Wharf and are willing to carry per each steamer up to 50 tons of Tin Scrap, in bales, from any Riverside Wharf, within limits, at 6/- per ton, including Lighterage.

We cannot arrange for the packing at the different Warehouses as that is Merchants' business, nor can we send a barge to any Wharf for less than 20 tons.

Yours truly,

For the Union Steamship Co., Ltd.,

EDWARD DONOVAN.

155.—Quotation of Shipping Rates for Tinplates to Italian Ports.

London, 24th Nov., 19 . .

MESSRS. JOSEPH PORTER & SONS,

LONDON.

Dear Sirs,

In reply to your favour of even date, the open rate on Tinplates and Blackplates from f.o.b. Swansea to Genoa, Leghorn, Naples, Palermo, Messina and Catania is 15/- net prepaid, per ton gross wgt., and to Bari, Ancona, Venice, Trieste and Fiume, 17/6 per ton.

Should you, however, be in a position to sign a sole Contract to ship not less than 200 tons with us, between the above ports, during this year, we can quote you 12/- and 15/- respectively. These rates are also net prepaid, per ton gross wgt., and would apply to Terneplates and Tinplate Bars, in addition to Tinplates and Blackplates.

Awaiting your decision,

We are, Yours truly,

For the Albion Steamship Co., Ltd.,

PATRICK EGAN.

156.—Acknowledgment of intention to ship Tinscrap. Instructions.

London, 17*th Jan.*, 19 . .

MESSRS. ARTHURS & Co.,
LONDON.

Dear Sirs,

We note by your memo. of to-day's date that you will be shipping 20/25 tons Tinscrap, per *Almette*, loading for Ostend, on Monday next.

Please instruct the Lightermen to have the barge alongside first thing on Monday morning.

Yours truly,
For the Union Steamship Co.,
EDWARD DONOVAN.

157.—Instructions for Tea and Coffee Clearance.

London, 14*th April*, 19 . .

MESSRS. JOSEPH CHAPMAN & SON,
LONDON.

Dear Sirs,

If there should be no alteration in the Tea and Coffee duties when the Budget is declared on Monday night next, please clear in at once by Williams—

18 Chests Assam, ex *C. of Delhi* bought 7/12/ . .

9 Chests Ningchow, ex *Mukden*, bought 19/10/ . .

All remaining Chests Ceylon Pekoe, ex *Columbo*, bought 12/12/ . .

5 Boxes Foochow Orange Pekoe, ex *Pekin*, bought 7/1/ . .

15 Bags Costa Rica Coffee, ex *Arabia*, bought 19/10/ . .

Should there be any change in the Duties please wait for further instructions.

Yours faithfully,
CHARLES DARWIN LTD.

158.—Instructions for forwarding Pig Lead.

London, 26th March, 19 . .

MESSRS. RANSOME & CLARK,
GLASGOW.

Dear Sirs,

We acknowledge receipt of your letter of yesterday enclosing Contract for 15 tons of English Pig Lead. Please have these goods put f.o.r. Liverpool and consign to our factory at Tutbury, Staffs, and upon receipt of the Railway Co.'s receipt and your invoice, we will hand you our cheque.

Yours truly,
REES, PHILLIPS & JAMES.

159.—Cancellation of Order through delay in delivery.

494 *Milton St., E.C.,*
4th Aug., 19 . .

MESSRS. E. W. MERRYWEATHER & Co.,
LEICESTER.

Dear Sirs,

If you will refer to our order, No. 94,672, given into your hands on the 26th May last, you will find that delivery was required on or before 1st August.

We have already written to you twice urging dispatch, and as you have failed to deliver these goods on the date named, we are obliged, very regretfully, to cancel this order.

The goods were required for shipment abroad, and our boat sails on Thursday. We have no means now of getting the goods to our market.

Yours faithfully,
THOMAS DODDS & Co.

160.—Circular Letter urging Customers to send Orders in good time.

London, 7th Jan., 19 . .

MESSRS. M'CARTHY & MULLEN,
CORK.

Dear Sirs,

As you are perhaps aware, the Railway Companies have recently called upon the Small Parcel Carriers to hand over their goods much earlier in the day.

Seeing that more than two-thirds of our business passes through the hands of the latter, and that all such goods have to be executed, entered and packed by 2.0 p.m. (*Saturdays* 10.30 a.m.—*two hours earlier than formerly*), it is obvious that the difficulties in the way of prompt dispatch are not easy to overcome without the co-operation of our customers.

We particularly call your attention to this because, owing to the alteration, it will be quite impossible to get anything like the majority of *return orders* through on the day received, especially on Saturday, when only a very limited number can be dispatched.

We would urge upon you, therefore, that, in order to avoid disappointment, you should, in future, give us as much time as possible.

Awaiting your valued commands,

We remain, Yours faithfully,
FAREBROTHERS LTD.

161.—Circular Letter urging Customers always to state Conveyance.

London, 7th Jan., 19 . .

MESSRS. FINLAY & CO.,
ROTHERHAM.

Dear Sirs,

We should be greatly obliged if you will, in future,

kindly put the Conveyance against *all* orders, and in case of Luggage Rail state by what line.

So many claims and complaints have arisen through the omission of this, causing us needless expense, that we have to press for proper attention to this detail.

We find "Standing instructions" are not reliable after about four or five months, customers changing their conveyance so frequently.

Yours faithfully,
FAREBROTHERS LTD.

162.—Letter *re* Dispatch of Goods per Passenger Train, Half Rate.

London, 15*th May*, 19 . .

MR. JACOB JONES,
WREXHAM.

Dear Sir,

With reference to your request that we shall in future send your goods per Pass. Train, Half Rate, we beg to state that before the Railway Companies will accept parcels on such terms they require us to sign a document making ourselves responsible for any loss or damage in transit.

This, of course, we cannot possibly consent to do, the Carriers and Railway Companies being the Servants of the Consignees and not ours.

You might, however, make a special arrangement with the Company at your end, in which case please advise us.

Trusting that this explanation will be satisfactory, and assuring you of our best services at all times,

We remain,
Faithfully yours,
THE PERFECT GLOVE CO.

163.—Refusal to divide parcels of Drapery into small lots.

London, 4th June, 19 . .

MESSRS. FRANK HISTED & CO.,
SIDCUP.

Dear Sirs,

With reference to your request to divide parcels into 28 lb. lots, we regret we could not undertake to do this. The practice would lead to confusion and mistakes, as well as add to the cost of packing and booking.

We would call your attention to the fact that all the leading drapery houses in the City observe the same rule in regard to not dividing.

Should any remains arise from an order these need not exceed your contract weight.

Yours faithfully,
ARTHUR PEACOCK LTD.

CLAIMS AND COMPLAINTS.

164.—Reply to Claim on Spices.

London, 10th Sept., 19 . .

MESSRS. BEHRER & CO.,
DRESDEN.

Dear Sirs,

We beg to acknowledge receipt of your favour of the 7th inst., *re* difference in quality of No. 220. 30 bags Spices, shipped on the 31st ult.

We regret to note that you claim that the quality is inferior to original sample sent, and request that we credit you with $\frac{1}{8}d.$ per lb. This we are unable to do, as we forwarded you a purchase sample prior to shipment, and, not hearing from you to the contrary, presumed same to be in order.

However, we wish to meet you in the matter, and if, therefore, you will send us, by return, a fair sample of the

bulk, we will examine the same carefully and see what can be done.

With regard to the loss in weight, this could only have occurred in transit, we having invoiced on the London Shipping weights, of which we enclose a copy. We would suggest that you make your claim on the forwarding agent, as in a case of this kind we really cannot accept any liability.

Yours faithfully,

JAMES BLYTH & Co.

Note.—See also Letters Nos. 140 and 141.

165.—Alternative Reply to Claim.

London, 10*th Sept.*, 19 . .

MESSRS. BEHRER & Co.,

DRESDEN.

Dear Sirs,

re No. 220. 30 *bags Spices, ex contract* 22/2/'09.

We are in receipt of your favour of 7th inst. and regret you should have to complain of a difference in quality of above.

We have placed your claim before the importers, who cannot admit that the variation amounts to anything like $\frac{1}{8}d.$ per lb. They are willing, without prejudice, to allow you $\frac{1}{16}d.$ per lb. and, if you cannot see your way to accept this, they will submit the matter to arbitration, in accordance with the terms of the contract—in which event please let us know the name of your arbitrator.

Should you not be acquainted with any one on our market who could act for you, we would suggest Mr. Brown, of our City, who is an expert in these matters.

We shall be glad to hear from you which course you decide to adopt.

Yours faithfully,

JAMES BLYTH & Co.

166.—Claim for Ullage Case of Sugar.

Bermondsey, 16*th May*, 19 . .

MESSRS. RICHARDS & WYMAN,
FENCHURCH ST., E.C.

Dear Sirs,

I beg to inform you that among the 50 cases W.S.R. Cubes delivered by my carman here this afternoon there was one "ullage" case, so marked, which we weighed and found 20 lbs. short. Kindly send us a credit note for the shortage.

Yours faithfully,
ARTHUR HACKETT.

167.—Acknowledgment of Letter No. 166.

London, 17*th May*, 19 . .

MR. ARTHUR HACKETT,
BERMONDSEY, S.E.

Dear Sir,

We are in receipt of your letter of yesterday's date respecting an "Ullage" Case, and this morning sent our man to the wharf to make inquiries. The Wharfingers state they are unable to account for the deficiency in weight, as their sheet says that 50 full cases were delivered to your carman. However, as you say that the case in question is marked "Ullage," they are sending a man down to inspect it.

Yours faithfully,
RICHARDS & WYMAN.

168.—Settlement of Claim for Ullage Case.

London, 19*th May*, 19 . .

MR. ARTHUR HACKETT,
BERMONDSEY, S.E.

Dear Sir,

Re "Ullage" Case W.S.R.

With reference to the above, the Wharfingers acknowledge that the delivery of the "Ullage" Case to

you was their mistake, and we have pleasure, therefore, in enclosing herewith a Credit Note for 2/9.

Apologising for the trouble the matter has given you,

We remain, dear Sir,

Yours faithfully,

RICHARDS & WYMAN.

169.—Letter *re* Damaged Sugar.

Aberdare, 9th June, 19 . .

MESSRS. JOHN SMITH & Co.,
CANNON ST.,
LONDON.

Dear Sirs,

I duly received the 15 bags Granulated you sent me, but regret to find on examination that 5 of them are in a very damaged condition, having apparently been injured by sea-water. I shall therefore be glad if you will look into the matter, and let me know what you propose to do.

Yours faithfully,

RICHARD JENKINS.

170.—Acknowledgment of above. Repudiation of Liability.

Cardiff, 11th June, 19 . .

MR. RICHARD JENKINS,
ABERDARE.

Dear Sir,

Re 15 *Bags Granulated.*

In reply to yours of the 9th inst., we beg to say that we are taking the matter up with the Wharf, and will forward their report as soon as it comes to hand. We must, however, add that we do not accept any responsibility with regard to foreign granulated.

Yours faithfully,

JOHN SMITH & Co.

171.—Letter regarding Tender for Nails. Request for Cancelling of Contract.

Birmingham, 29th May, 19 . .

MESSRS. FURBER, ARKWRIGHT & CO.,
LAURENCE LANE, E.C.

Dear Sirs,

With reference to our tender for Nails of the 21st inst., we have since discovered that the patterns are wrought, hand-made Clout, which, as you know, cost considerably more than those which are machine-made. We admit that we have made a mistake, as we ought to have referred to the patterns, but, on the other hand, we think we have some claim to indulgence on account of the misleading specification supplied to us, and if you could relieve us of the execution of these two lines we should be glad: if you cannot, we must of course submit to the loss.

Yours faithfully,
VENNABLES LTD.

172.—Letter offering to pay enchanced price for Hand-made Nails.

London, 1st June, 19 . .

MESSRS. VENNABLES LTD.,
BIRMINGHAM.

Dear Sirs,

With reference to your letter dated the 29th ult., in which you ask to be relieved of your contract for the supply of Hand-made Nails, we beg to say that we regret the mistake you have made, and, under the circumstances, are willing to pay, in addition to the price agreed upon, half the extra cost of the hand-made over the machine-made article.

Please signify your acceptance of this offer at your early convenience.

Yours faithfully,
FURBER, ARKWRIGHT & CO.

173.—Acceptance of offer.

Birmingham, 2nd June, 19 . .

MESSRS. FURBER, ARKWRIGHT & Co.,
LONDON.

Dear Sirs,

We beg to acknowledge receipt of your letter of the 1st inst. and thank you for the kind offer contained therein, which we are very glad to accept with full appreciation of your kind consideration in this matter.

We remain, Yours faithfully,
VENNABLES LTD.

174.—Claim for damage to Stove in Transit.

London, 17th March, 19 . .

MESSRS. RYDER & Co.,
LONDON.

Gentlemen,

Westminster district—Carman, A. Smith.

On 15th March last, a stove was handed to your man, as above, in perfect condition, for delivery to Mr. William Dyme, 347 Victoria St., S.W., at which place it arrived broken in two places, and was received and signed for as "broken."

I am giving you this notice and upon hearing from Mr. Dyme as to the extent of the damage will write you again.

Yours faithfully,
ROBERT BRIDGES.

175.—Acknowledgment, and Repudiation of Liability.

London, 20th March, 19 . .

MR. ROBERT BRIDGES,
LONDON.

Dear Sir,

We are in receipt of your letter of the 17th inst., and are very sorry to hear of the damage done to your stove, but must point out that these articles are only

conveyed by us upon special conditions, and, on the occasion in question, we entered into a distinct agreement with the sender that we could only convey this article at the owner's risk. We therefore regret we are unable to entertain any liability in the matter.

Yours faithfully,

ARCHIBALD RYDER & Co.

176.—Letter *re* Iron Railing made to wrong Specification.

London, 10*th July*, 19 . .

MR. G. FARQUHAR,
MANCHESTER.

Dear Sir,

Riddell's job, Deansgate, Manchester.

I have just returned from the above and was very surprised to see the Railing which has been supplied to him through you.

It is not in any way in accordance with the drawings, etc., sent. Unfortunately, it is already fixed, or I should be forced to decline passing it. The bars are barely $\frac{5}{8}$, whereas 1″ was ordered. The bottom rail is 2″ above the ground, when it was specified and shewn to be buried in the cementing. There is a clumsy bolt—two stops which will catch people's clothes when passing, and a heavy arm to lock the bolt, which is unsightly and unnecessary, and also prevents the gate opening back properly.

The lock arrangement is large, clumsy, and entirely different from what was ordered, and there is a cross-stay which I particularly ordered not to be put in, as it would provide a "leg-up" for boys to get over the gate.

The bolt and the lock will both have to be removed to allow the gate to open properly.

I have no hesitation in saying that it is the worst

interpretation of an order that I have seen in the whole course of my 25 years' experience of buildings.

I shall be glad to know what you propose to do, especially with regard to the fact that the rails are scarcely more than half the thickness specified.

Yours faithfully,

RICHARD SCOURFIELD,
A.R.I.B.A.

177.—Acknowledgment of Letter No. 176.

Manchester, 11*th July*, 19 . .

RICHARD SCOURFIELD, ESQ., A.R.I.B.A.

Dear Sir,

Your letter of the 10th inst. to hand, from which I regret very much to learn that the manufacturers, after all the trouble I have taken in the matter, should execute your order for Railings in such an unsatisfactory manner. I have written to them very strongly, and also enclosed your letter which I think should make them tender some explanation. Until I receive their reply I am unable to form any idea why they should execute your order in a manner so contrary to the sketch you submitted.

Apologising for the trouble this matter has caused you,

I remain, yours faithfully,

G. FARQUHAR.

178.—Answer to Complaint of Saw Blades.

Sheffield, 13*th Oct.*, 19 . .

MESSRS. A. YAMAGATA & CO.,
KOBE.

Gentlemen,

In answer to your complaint about last delivery of Saw Blades sent you, we beg to point out that it is exceedingly difficult to make Saw Blades of $\frac{3}{8}''$ thickness sufficiently hard for your purpose, owing mainly to the

thickness, which allows the heat to be retained in hardening.

We venture to suggest that if you would allow us to supply you with blades $\frac{5}{16}$" full instead, you would find them much more satisfactory. If you agree to this we will do our best to please you. The blades would be made from very high carbon steel containing about 1·475 carbon.

Awaiting your instructions,

We remain, Yours faithfully,

JOSEPH BUCKHOUSE LTD.

179.—Answer to further Letter *re* Saw Blades. Refusal of Liability.

Sheffield, 20*th Oct.*, 19 . .

MESSRS. YAMAGATA & CO.,
KOBE.

Gentlemen,

We are in receipt of your letter dated 7th Sept. and note that the Saw Blades complained of are being sent for trial. We should be glad to know how and where such trial is to take place, as we are not aware of any machine upon which they could be tested.

Further, we must decline to accept any liability on account of your complaint. We have already, in our letter of the 13th inst., explained why the blades were not sufficiently hard, and, moreover, beg to say that we never give a guarantee with Saw Blades required to cut Steel Castings, which obviously vary a great deal.

Regretting your dissatisfaction with the goods, and assuring you that if you can see your way to accept the suggestion contained in our letter of the 13th inst., you will have no further cause for complaint,

We remain, Yours faithfully,

JOSEPH BUCKHOUSE LTD.

180.—Complaint of Belgium Glass. Claim for damage.

London, 3rd Sept., 19 . .

Messrs. Speyer & Litzer,
Belgium.

Dear Sirs,

We regret to find on opening up the 10 cases of glass delivered here yesterday by Messrs. Brash and Rotheram that 10 % of the sheets are broken, 50 % show bubbles, and nearly all are badly scratched.

Will you please instruct your London Agents to inspect and report to you upon this delivery, because we shall have to claim upon you for 33⅓ % of the amt. of your invoice—the balance representing our estimate of the value of the glass as it stands.

As we are under contract to deliver assorted sizes of this quality immediately, and are waiting your decision before cutting up, we look for your immediate attention to this matter.

Yours faithfully,
G. H. Brown & Co.

181.—Complaint regarding Quality of Paper.

Bath, 17th Jan., 19 . .

Messrs. Robinson & Smith,
London.

Dear Sirs,

We regret to have to complain of the last supply of "News" sent us. It is extremely unsatisfactory, being very irregular in substance and finish, and when run on the machine "fluffs" to such an extent that we are obliged to stop and clean up at frequent intervals.

We do not wish to make a difficulty over the matter, but if we keep the paper we can only do so at a sub-

stantial reduction in price, to compensate us for the loss of time in working—a serious item.

We await your reply.

Yours truly,

WESTERN EXPRESS CO.

182.—Letter urging Speedy Delivery of Cloth.

Bristol, 8th May, 19 . .

MESSRS. STRINGER & PAGE,
BRADFORD.

Gentlemen,

We are in receipt of your favour of 7th inst., *re* delivery of remaining 3 pieces of cloth B 1922, which you now promise to deliver in about three weeks' time.

It would be a great favour to us if you could in any way expedite the finishing of these 3 pieces, so that they may be delivered not later than the 20th inst., as we are under an obligation to finish an order for Curtains, etc., by the end of the month, and delivery even by the 20th barely gives us time to make up the goods between that date and the 31st.

Relying upon your previous promise of delivery within 6 weeks of receipt of order, which would have been about the 20th ult., we felt we could safely undertake our order for delivery by the end of May. The delay on your part now places us in a very serious and awkward position toward our customer, and we must ask you kindly to do your best to help us out of it.

Please let us have a line on the subject by return of post.

Yours truly,

MARSDEN & SONS.

183.—Apology for Delay in Execution of Order.

Bradford, 9th May, 19 . .

Messrs. Marsden & Sons,
London.

Gentlemen,

In reply to yours of yesterday's date, we very much regret the delay in executing the balance of your esteemed order of the 2nd ult., which has not been entirely our own fault. There has been, as you are aware, a great difficulty within the last two months in getting adequate supplies of the raw material. The panicky state of the market has now, however, subsided, and we have been able to lay in a stock of material sufficient to execute all outstanding orders. We fully appreciate your position in the matter, and will do our very utmost to send off the goods before the 20th, if possible. At any rate you can rely upon getting them at latest by that date.

Apologising for the inconvenience that the delay in dispatch has caused you,

We remain, Yours faithfully,
Stringer & Page.

184.—Answer regarding Complaint of Cloth.

London, 14th March, 19 . .

Messrs. Wellstood & Harper,
Bristol.

Dear Sirs,

We are in receipt of your letter complaining of the make of cloth delivered to you in February last, and must at once say that, in our opinion, you are unreasonably exacting in your criticism. It is a practical impossibility to weave such a cloth, in the lengths you now require, entirely free from slubs. We would remind you that formerly you took this cloth in 1000 yd. lengths,

and apparently it gave you every satisfaction, at least we received no complaints. You now require it in 25 yd. pieces. In lengths of 1000 yds. the slubs can be cut out without much loss, but not so in short lengths. Our suggestion is that you revert to your original specification, and if this be done we think you will, as before, be quite satisfied with the product.

Yours faithfully,

VENNER, EASTLAKE & WHITNEY.

185.—Letter *re* Dress Material Missing.

London, 18*th June*, 19 . .

MR. C. ARKWRIGHT,

LANEPORT.

Dear Sir,

In reply to yours requesting Credit Note for £2. 10. 7. for 37⅝ yds. of quality C Pale Blue Crepoline Dress Material @ 16½*d.* alleged missing from the parcel of goods sent you by us on 15th May, we beg to say that, upon receipt of your debit note we wrote you on 30th May, that the piece of Crepoline in question was duly sent by us along with the other goods charged on the same invoice.

We are certain that there has been no mistake at our end, as it was the only piece of Crepoline sent out by our Foreign Dress Dept. on this date.

We feel sure that if you will make further inquiries of those assistants through whose hands this Crepoline would be likely to pass, you will be able to trace its receipt.

We shall be glad to hear further from you.

We are, Dear Sir,

Yours faithfully,

PAUL SMITH & LEGHORN.

186.—Reply from Customer *re* Letter No. 185.

Laneport, 20th June, 19 . .

MESSRS. PAUL SMITH & LEGHORN,
LONDON, E.C.

Dear Sirs,

In answer to yours of the 18th inst. respecting my debit note for £2. 10. 7., your charge for the 37⅝ yds. Blue Crepoline, which I reported missing from the parcel of goods forwarded by you on May 15th last, I have, as requested, made exhaustive inquiries into the circumstances under which these goods were received, unpacked and checked, and regret to say that no trace of the dress material in question has been discovered. In addition to this I have gone through the whole of my books from the 15th May to the present date, and find that no sale in this particular shade has been effected. I am convinced that the goods have not reached me, and must therefore ask you to make the necessary credit.

Yours faithfully,
CHARLES ARKWRIGHT.

187.—Further Letter announcing Discovery of missing Material.

Laneport, 20th June, 1908.

MESSRS. PAUL SMITH & LEGHORN,
LONDON, E.C.

Dear Sirs,

Since writing my reply of even date to yours of the 18th inst. regarding the 37⅝ yds. Blue Crepoline which I reported missing from the parcel of goods forwarded by you on the 15th May last, I find that the missing dress material was received after all, but through the carelessness of one of my warehousemen was left in the bottom of the case, where it was discovered this

afternoon. I have therefore cancelled my debit note, and am sorry to have put you to any trouble in the matter.

Yours faithfully,

CHARLES ARKWRIGHT.

188.—Letter apologising for misunderstanding *re* Goods returned.

London, 27*th Oct.*, 19 . .

MR. JOSEPH RANSOME,
IPSWICH.

Dear Sir,

Referring to a piece of Saxony Insertion recently sent back by us to you, we had no idea of the reason of its return to us in the first instance, until our Mr. Jameson explained. We do not expect you to keep any goods that are imperfect, and had the reason been stated on the advice note we would gladly have gone into the matter.

Kindly send the piece again to us so that we can take the matter up with the factory.

With apologies for the trouble the misunderstanding has occasioned,

We remain, Yours faithfully,

HART, JONES & CO., LTD.

189.—Claim for Reduction in price of Curtains.

Worcester, 23*rd Aug.*, 19 . .

MESSRS. SCHNEIDER & FOLLIG,
ST. GALLEN.

Gentlemen,

Your invoice dated 20th inst. and Goods to hand.

We notice the prices of some of the sizes in Vitrage Curtains, No. 2869 for Order No. 12,780, are very high and out of all proportion to the original size, 2′ 0 × 3′ 0. As you made the same order exactly and for the same customer about two years ago (see your Invoice 9 Sept.

19 . .) we have been able to compare the two sets of prices, and if you will kindly do the same you will see that we are justified in claiming a reduction. Taking into consideration the rise of about 10 % which has occurred since the first order was executed, we think the prices as given on enclosed list should be about right.

Kindly go into the matter and let us have a corrected invoice.

Yours truly,

O'Reilly Bros.

190.—Intimation of Shortage in Barrel of Grapes. Request for Confirmation of Weight.

Southampton, 17th June, 19 . .

Messrs. Farethorne & Co.,
London.

Dear Sirs,

We beg to inform you that the barrel of grapes deld. by the Rly. Co. here this morning looked as if it had been tampered with. We weighed it, and found it 52 lb. gross. We note that the barrel is marked 60 lb. gross. Fortunately we signed "Unexamined." We shall be glad to know, by return, the gross wgt., as the invoice has not yet come to hand.

Yours faithfully,

Roscombe & Swaine.

191.—Answer to Letter No. 190.

London, 18th June, 19 . .

Messrs. Roscombe & Swaine,
Southampton.

Dear Sirs,

In reply to your postcard respecting the gross wgt. of a barrel of grapes, we beg to inform you that when this barrel left our warehouse it weighed 60/1 lb.

gross, as you will see from the Invoice, which should, by this time, have reached you. We trust this will enable you to get the Rly. Co. to settle your claim. We shall be glad to render you any further assistance in our power.

Yours faithfully,

FARETHORNE & Co.

192.—Complaint of non-delivery of Dried Fruit.

London, 15*th Nov.*, 19 . .

MR. CHARLES FREWER,
LONDON.

Dear Sir,

Please hurry up delivery of 100 × ½ Bxs Valencias (Joseph Richards & Sons' order), 130 × ¼ Cases Patras Currants (R. Price & Co.'s order), orders for which were sent you on the 10th inst. The delay in forwarding is becoming a serious matter.

Yours faithfully,

TRUEMAN & Co.

193.—Answer. Promise of quick delivery if Goods are free.

London, 16*th Nov.*, 19 . .

MESSRS. TRUEMAN & Co.,
WALHAM GREEN.

Gentlemen,

With reference to your letter dated the 15th Nov. respecting—

100 × ½ Bxs Vals.
130 × ¼ Cases Patras Currants

we beg to say that our Carman has applied at Hay's Wharf twice for these goods, and the Wharfingers say that they are not yet cleared. We are sending for them again to-day, and if the goods are free we will deliver them in the course of the afternoon.

Yours faithfully,

CHARLES FREWER.

194.—Notice of Sample-taking by Sanitary Inspector.

Stepney, 18th June, 19 . .

MESSRS. JAMIESON STUART, LTD.,
LONDON, E.C.

Dear Sirs,

We have to give you notice that one of the Sanitary Inspectors for this borough has purchased from us a sample of White Pepper for the purpose of analysis by the Public Analyst.

As your Mr. Spencer is aware, we have for the last twenty years always bought our ground spices from your House in order that we might be able to locate responsibility in case of any question of adulteration.

Yours faithfully,
ARCHIBALD CAMPBELL.

195.—Answer guaranteeing absolute purity of White Pepper.

London, 19th June, 19 . .

MR. ARCHIBALD CAMPBELL,
STEPNEY.

Dear Sir,

In answer to your letter of the 18th inst., we beg to say that if the White Pepper in question was bought from us you need be under no apprehension as to the result of the analysis.

All spices sold by us are ground in our own mills, under the strictest supervision, and are guaranteed free from adulteration of any kind. Further, we stamp a warranty on every invoice, so that all purchasers of our ground spices are fully covered.

Yours faithfully,
JAMIESON STUART LTD.

196.—Letter urging Customer to recover shortage from Carriers.

London, 17*th Jan.*, 19 . .

Mr. A. W. Johnson,
Stratford, E.

Dear Sir,

With regard to the credit note we handed you for 5 tins of Pine Chunks, we beg to say that when this case was delivered to your carriers it was a full and sound case. We should therefore feel obliged if you would claim on them for these tins; and should you be successful, refund us the 2*s.* 6*d.* As you pay the cartage you are in a better position to get a claim settled than we are.

Yours faithfully,
Evans, Williams & Co.

197.—Reply to Complaint of Spotting in Kid Gloves.

London, 18*th Jan.*, 19 . .

Mr. Francis Graham,
Kensington.

Dear Sir,

Referring to your favour of yesterday's date, we cannot accept responsibility for the spotting of kid gloves, which is due principally to atmospheric conditions. In some cases the substitution of Electric Light for Gas has caused the trouble, the latter keeping the atmosphere drier and warmer than the former. Another cause is lack of ventilation. Gloves should not only be kept in a fairly warm room, but the boxes should be kept in fixtures away from any outer wall, with sufficient space round the boxes for the air to circulate.

Every now and again the gloves should be taken out, unbanded and passed through the hands or strung upon a line to give them an airing. Blacks can be rubbed over in front of the fire with a piece of Welsh Flannel.

We know of no remedy for removing the Spots. If not too far gone the gloves can be dyed black and rewelted @ 8/9 per dozen ; if retaped and rebuttoned 2/– extra.

We shall be willing to treat your stock in this way on hearing from you.

Yours faithfully,

BURGESS & Co.

198.—Letter refusing to allow deduction for Tare, and to pay for Bill of Lading.

London, 24*th Oct.*, 19 . .

MR. HENRY CARTER,

LONDON.

Dear Sir,

We are favoured with yours of the 22nd inst., enclosing cheque for £10. 4. 2., but we note that you have deducted 4*s.* 8*d.*, which we must decline to pass. If we had known that you wished to be allowed Tare on the Tin Scrap we should have been compelled to make a charge of 2*d.* for each bag. This we did not do, as it is customary for the Firms who usually buy our Tin Scrap to allow the Tare to go for the bags. If we had charged for 50 bags at 2*d.* that would be 8*s.* 4*d.*, whereas the Tare only amounts to 4*s.* 2*d.*

It is surely irregular, too, to charge us with the Bill of Lading, seeing that we only agreed to deliver f.o.b. Dundee. We are shipping goods every day in the same way, and are never charged the Bill of Lading. We must therefore decline, in this instance, to depart from our constant practice.

We shall be glad to hear from you on these two points, and also to receive a P.O. for 4*s.* 8*d.*

Yours truly,

ALBERT ROCHE LTD.

TRAVELLERS' LETTERS AND MARKET REPORTS

199.—Letter from Yorkshire Traveller to his Tea Firm.

Return address:
Flying Horse Hotel,
Barnsley.

136a Central Chambers,
Hull.
4th June, 19 . .

MESSRS. FORWARD, ENDEVER & CO.,
LONDON.

Dear Sirs,

I am in receipt of yours of yesterday's date with chq.: £51 7*s.* 6*d.* for commission on my sales for May. Please accept my thanks for same.

I wired you this morning selling 31 chests Assam No. 741 @ 1/5¼ to H. Lewis & Co., and 47 half-chests Ceylon No. 1097 @ 11¾*d.* to H. R. Johnson.

With the exception of small order from A. G. Smith & Co., as below, I have no further business to report.

I note various withdrawals from stock. I had hoped to sell the "St. Leonards" Ceylon to A. G. Smith & Co. Should you buy a similar parcel kindly send them sample direct.

Buyers here seem to think that low-priced teas show good value, and are rather inclined to buy. Marcus & Co., Ltd., bought a large parcel to-day—good leaf Sylhet Pekoe @ 7*d.*—certainly ¼*d.* cheaper than anything I had to offer. Please keep me posted with anything you buy in lower grades.

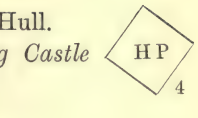
Please credit cheques enclosed—

J. G. Warner,	£61	8	9
R. Troup & Co.,	48	11	3
P. T. Jones & Co., Ltd.,	161	4	5

W. G. Robinson promises chq., for amount overdue, on Saturday.

Orders.

A. G. Smith & Co., 167 Gt. New St., Hull.
18½ chts. N.S. Moning ex *Stirling Castle* @ 2/1.



Forward per G.E.R. Duty paid.
H. Lewis & Co., Central Stores, Hull.
31 chts. Assam Pekoe ex *C. London*, 741 @ 1/5¼.
Pabbojan.
Confirmation of wire. To wait orders.
H. R. Johnson, Market Street, Hull.
47½ chts. Ceylon Broken Pekoe ex *Ajax* @ 11¾*d.*
Dimbula.
Forward under Bond
to Quay 47, Hull, per first steamer.
Yours faithfully,
C. T. Kingston.

200.—Letter from Wholesale Tea Dealers to their Yorkshire Traveller.

Mincing Lane, 5th June, 19 . .

Mr. C. T. Kingston,
Flying Horse Hotel,
Barnsley.

Dear Sir,

We have your letter of yesterday's date containing cheques value £271 4*s.* 5*d.*

We note order from A. G. Smith & Co. and confirmation of wired orders from H. Lewis & Co. and H. R. Johnson.

We are glad to see the order from H. Lewis & Co. although the price is rather close. They are prompt payers and we have not had a fair share of their orders recently.

We note that W. G. Robinson promises chq. for Saturday. We think this account requires close watching.

We hope to buy another parcel of "St. Leonards" at next week's sale and, should we do so, will sample A. G. Smith & Co. direct as you suggest.

We do not think low-priced teas have quite reached the bottom yet, and are therefore buying rather sparingly.

Medium and fine Indian Teas have gone decidedly dearer this week, and it would be difficult to replace parcels in stock. Nos. 841, 867 and 902 are from $\frac{1}{4}d.$ to $\frac{1}{2}d.$ cheaper than to-day's market.

Should you get any offers for low-grade teas on your list please submit same, as we are inclined to sell in view of a still drooping market.

We have nothing to supplement your list of low-priced teas.

Withdraw from stock Nos. 932, 937 and 950.

Yours truly,

FORWARD, ENDEVER & Co.

201.—Letter from Yorkshire Traveller to his Coffee Firm.

Return address:
Flying Horse Hotel,
Barnsley.

136a Central Chambers,
Hull.
4th June 19 . .

MESSRS. NIMBLE, BEAN & Co.,
LONDON.

Dear Sirs,

I have your letter of yesterday's date. Samples also to hand. This afternoon I wired you that P. Trownson & Co. bid 91/6 for 64 Bags Costa Rica "Mojon" No. 7104, and had your reply refusing same, and fixing price at 92/6. I had some difficulty in getting them to advance, but am glad to say succeeded eventually.

I had an inquiry to-day for finest bold Mysore, but had nothing better to offer than No. 2103. If you have anything costing 97/- to 100/- please send sample by return.

I regret the two special samples sent direct to A. P. Williams did not result in business. He does not consider the Columbian @ 65/- strong enough in cup for his trade. He liked the 15 half-bales Mocha but still has a fair stock of this class. This man appreciates a special sample occasionally, and you will do well to bear him in mind when you have anything attractive to offer.

There is a general disinclination amongst Yorkshire buyers to hold large stocks of Coffee just now. I should be glad to hear what you think of the market.

Order.

P. Trownson & Co., 35 Peter St., Hull.
64 Bags Costa Rica "Mojon" No. 7104, @ 92/6.
Forward 20 Bags, Duty paid, G.E. Rail.
Balance to wait orders.

Yours faithfully,
C. T. Kingston.

202.—Letter from Wholesale Coffee Dealers to their Yorkshire Traveller.

98 *Mincing Lane, London, E.C.,*
5th June 19 . .

Mr. C. T. Kingston,
Flying Horse Hotel,
Barnsley.

Dear Sir,

We had your letter of yesterday's date, and are glad to note that you prevailed upon P. Trownson & Co. to take the 64 Bags "Mojon" @ 92/6. Their forwarding instructions have attention.

We send you two samples of fine bold Mysore to meet the inquiry you mention.

As we told you last week, there is, in our opinion, little or no prospect of the market breaking for the commoner

sorts. The bulk of the crop has been dealt in, and, from the best information obtainable, the visible stock is about 20,000 bags less than this time last year.

The New York and Hamburg call markets are from 3 to 5 points up on the week, and the London spot market must of necessity act in sympathy.

So far as fine Coffees are concerned, you need have no hesitation in urging buyers to go in for stock. The consumption of fine grades on the Continent is steadily increasing—Russian, German and Dutch houses are buying freely in London to supplement their direct imports.

When you are in Barnsley to-morrow you might mention to Mr. Waterfield that we have still 15 Bags of the Vera Paz as bought by him @ 82/- last month.

The firmer market should induce him to close this parcel.

Yours truly,

NIMBLE, BEAN & Co.

203.—Seed Traveller's Report.

Liverpool, 5th May, 19 . .

MESSRS. WILSON, JONES & Co.,
PERTH.

Dear Sirs,

I note samples sent to Walter Black, and enclose order from him herewith.

Cash Sheet enclosed.—To-day Ernest Tunny & Co., who are stocktaking, paid me 17/10 to clear up the a/c. Please say if correct. As the amount is so small, I will try to get Doughty's a/c on Monday in cash, and remit M.O. to cover both Doughty's and Ernest Tunny's a/cs.

J. Smith & Co., Penrith Rd., Edinburgh, are open to buy

on Wednesday three grades Gr. White Pepper, and want samples from 8*d.* to 1/1, which must be free, not floury, and good colour; also a Specially fine Ground Black and a cheaper Ground Black. If on Monday I can get any closer particulars, I will send them. I should like you on this occasion to cut the thing very fine, and show them that we can do as well or better than others.

Broken cassia.—I have 454 cost 40/–, 455 cost 35/–, 466 cost 18/6, 456 cost 30/–.

Kindly say per return if all still in stock and costs correct; also what are the descriptions of sizes of the packages.

Yours truly,

L. J. Stone.

204.—Metal Market Report.

London, 17*th Sept.*, 19 . .

Messrs. Arthur Beckett & Co.,
Swansea.

Dear Sirs,

We beg to advise you that to-day Copper showed unusual signs of activity, owing to some good American buying, and the market closed firm at an advance of 30/– for Cash at £61/2/6, and 25/- for 3 mths. at £61/17/6, buyers over.

On 1st change the market opened at £59/15/- for Cash, and £60/10/- for 3 mths.; subsequently Cash changed hands at £60, £60/5, £60/10, and 3 months at £60/15, £60/17/6 and £61, while 26th Sept. fetched £60/12/6 and Oct. dates £60/15. About 1000 tons were done.

On 2nd change Cash opened at £61, and afterwards realised £61/5, £61/2/6, £61/5, closing at £61/2/6. Mid Oct. was done at £61/10; and Sept. dates £61/5 and

£61/7/6, and 3 mths. at £61/17/6, £62, £61/17/6. Another 1000 tons changed hands. The Stocks show an increase of 2650 tons for the fortnight.

On 1st change Tin showed a flat and irregular tendency due to nervous bulls realising on the report that the shipments from the East will show an increase of 1500 tons. Our private advices, which are usually very reliable, do not, however, bear out this statement. In the morning the market opened for Cash at £132/10, which position rapidly declined to £131/10, sellers over; near dates fetched £132/15 down to £131/15; late Oct. £133/5; 3 mths. after changing hands during the first ring at £133/10 quickly fell to £132/15, rallied to £133 and finally closed flat at £132/15, no buyers.

On 2nd Change there was practically no business, only one warrant Cash changing hands at £131/5, while there was nothing in 3 months and intermediate dates. Turnover for the day amounted to 700 tons. Our Eastern cable advises good business done at £134/5 c.i.f.

Iron to-day was an idle market, closing 51/7 Cash, 51/2 one month, 50/8 three months. Settlement price 51/7½; about 5000 tons done. Glasgow closed 51/6, 51/1½ and 50/9 respectively.

Yours faithfully,

PHILLIPS MELROSE & Co.

205.—Tea Market Report.

Mincing Lane, 18*th Mar.*, 19 .

MR. DAVID WHITROSE,

GLASGOW.

Dear Sir,

Yours of yesterday to hand. We do not care to be too emphatic, but we believe that the market has now about reached the top, and there should be a decline

before long. The high prices realised in the last few Indian Sales, especially for leafy Souchongs, 7½*d.* to 9*d.* grades, are due, partly to judicious feeding of the market, and partly to rumours carefully nourished by interested persons that a reduction in the Duty is certain. With regard to the former, in face of a full crop of Indians and an abnormal one of Ceylons, we cannot see how such tactics can finally succeed, nor with regard to the latter do we think that the Government can afford to tamper with the Duty. Nobody anticipates a very big surplus, and the Tea Duty—since the last reduction—is surely low enough. If you have sufficient Stock, particularly in the Medium Grades, to last you over the Budget, by all means adhere to your decision to hold off. Good liquoring, wiry leaf Souchongs in the neighbourhood of 6*d.* to 6½*d.* are always worth buying, and in this connection we would point to two parcels, Box nos. 547 and 645, samples of which we sent you on the 16th. No. 645, a grippy Bishnauth at 6¼*d.*, with plenty of stuff in it, is particularly worth your attention. We have now 36 chts remaining.

Pekoes about 1/– also have never been cheaper. We are sending by this post an R.G.S. of exceptional quality at 1/0¼, and a Choomsalie at 1/0½, both of which should interest you.

At to-day's Indian Sale Souchongs indicated on paper a slight advance, but most of the invoices were distinctly poorer in quality. A Bishnauth divided to-day between three houses at 6*d.* showed nothing like such good value as the No. 645 we have offered you. The sale was a large one, 29,347 packages being auctioned, which, compared with the previous sales of 20,437, 23,279 and 20,130, seems to prove that some sellers are getting nervous of an accumulation of stocks.

By the way, have you ever tried Javas instead of low-priced Ceylons for your 1/- canister? Owing to some prejudice, these teas, which are quite different to the ropy Javas of some seasons ago, do not secure the attention they should. Of course they will not keep even so well as Ceylons, but for a quick sale they have the advantage of being much thicker in cup. If you care to taste we shall be pleased to submit samples.

Assuring you of our best attention at all times,

We are, Dear Sir,

Yours faithfully,

BURCHALL & RICE LTD.

206.—Grain Market News.

Lincoln, 3rd Sept., 19 . .

MR. FREDK. WHITNEY,
NOTTINGHAM.

Dear Sir,

We have pleasure in sending herewith some statistics which may help you to form your own conclusions as to the present state of the Grain Market. The broken weather of the last ten days has undoubtedly been the main cause of the firmness in prices. Corn, however, has not suffered quite so much as might be expected. Cutting has made fair progress during the past week, especially in the north, where the weather has been unsettled, but carting has been almost at a standstill, and as large areas have already stood nearly a fortnight in stook the situation is not without its cause for apprehension. Barley has suffered most, considerable quantities of the malting crop having been exposed to the whole of the recent rains. Of course, wheat and oats are also liable to discoloration, but, as you know, their market value is not influenced to quite the same degree.

The latest district reports upon the crops point to a confirmation, in the main, of the earlier estimates. Wheat should turn out the best of the three, and oats the worst. Both barley and oats are short in straw and below the average, but, subject to their being gathered in satisfactory condition, the quality should be excellent.

The averages for the three cereal crops are all less than those of a year ago. In the case of Wheat at 30/10 it is 3/- less, while Barley at 24/5 and Oats at 17/1 are respectively 1*d.* and 1/10 lower. Nottingham at 32/9 has the highest, and Chichester at 30/- has the lowest average.

The following table shows the quantities of grain sold in the scheduled markets and the average prices during the week ending the 29th August, 1908.

Native Growths.	*Quantities sold.*	*Average prices.*
	Qrs.	*s. d.*
Wheat . .	76,422	30 10
Barley . .	4,114	24 5
Oats . .	17,859	17 1

Comparative statement for the week ending 29th August, 1908, and corresponding week in the last three years.

	Wheat.		*Barley.*		*Oats.*	
	Qrs.	*s. d.*	*Qrs.*	*s. d.*	*Qrs.*	*s. d.*
1905	92,630	26 11	14,747	23 5	24,090	15 9
1906	55,716	26 9	4,758	24 3	22,580	16 6
1907	11,847	33 10	1,524	24 6	10,395	18 11
1908	76,422	30 10	4,114	24 5	17,859	17 1

Trusting that the above information may be of use to you,

We remain, Faithfully yours,
PARKER NEWTON & Co.

INSURANCE LETTERS.

207.—Letter advising Damage by Fire.

London, 14*th Oct.*, 19 . .

The Excellent Insurance Co.,
London, E.C.

Gentlemen,

Fire Policy No. 1,437,331.

We very much regret to inform you that a serious Fire broke out upon our premises at the above address, between 7 and 8 o'clock last evening. All the warehousemen and clerks had left before 6.30, and only the caretaker was present. The second floor is completely gutted, and much damage has been done by water to the rest of the building, but all the books of account are uninjured. We are at present unable to state any cause for the outbreak.

Kindly let us know what particulars you require from us when making our claim.

Yours faithfully,
Mark Robertson & Co.

208.—Reply from the Insurance Company.

London, 15*th Oct.*, 19 . .

Messrs. Mark Robertson & Co.,
London, W.C.

Gentlemen,

Fire Policy No. 1,437,331.

I beg to acknowledge receipt of your letter of the 14th inst. advising of a loss by fire.

If you will have the claim made out on the enclosed form and return it to me, the matter shall receive attention.

Yours faithfully,
Samuel Jones,
Branch Manager.

209.—Part Transfer of Insurance from one premises to another.

15 *James St., Haymarket, W.C.*
14*th Sept.*, 19 . .

THE EXCELLENT INSURANCE CO.,
LONDON, E.C.

Gentlemen,

Re Fire Policy 7,493,784.

Please transfer £800 of the sum insured under the above Policy from the Dante Press, 14 Bouverie St., E.C., to our own warehouse at 147 King St., Covent Garden, W.C. We are now storing the moulds that have hitherto been in the possession of the Dante Press.

Yours faithfully,
EDWARDS & BLAKE.

210.—Acknowledgment by the Insurance Co.

London, 15*th Sept.*, 19 . .

MESSRS. EDWARDS & BLAKE,
HAYMARKET, W.C.

Dear Sirs,

Re Fire Policy 7,493,784.

We are in receipt of your favour of the 14th inst. *re* Warehousing of Moulds at King St., Covent Garden.

As soon as our Surveyor, to whom it has been referred, reports to us we will again communicate with you. In the meantime the insurance is held secure.

Yours faithfully.
W. HENDERSON,
Branch Manager.

211.—Letter advising Reduction of Premium through Transfer.

London, 20*th Sept.*, 19 . .

MESSRS. EDWARDS & BLAKE,
HAYMARKET, W.C.

Dear Sirs,

Re Fire Policy, 7,493,784.

Referring to recent correspondence, our Surveyor has now made his report, and we beg to advise that, in consequence of the transfer of £800 of the sum insured to cover moulds at King St., Covent Garden, we are enabled to make a return of 37/- up to Midsummer next.

Kindly sign and return the enclosed form of receipt, when we will send you a Cheque and an endorsement slip to be attached to the Policy.

Yours faithfully,
W. HENDERSON,
Branch Manager.

212.—Letter advising Endorsement of Wrong Policy.

London, 22*nd Sept.*, 19 . .

THE EXCELLENT INSURANCE CO.,
LONDON.

Gentlemen,

Fire Policy No. 7,493,784.

Since returning our receipt for the 37/- reduction in premium on the above Policy we have discovered that the £800 should not have been transferred from the above Policy but from Policy No. 7,339,439 covering goods at the Dante Press, Guildford, Surrey. We were under the impression that the moulds in question were stored at their London premises, but we now find that they have always been kept at Guildford. We enclose

both Policies and shall be glad if you make the necessary alterations.

Apologising for the error,

We remain, Yours faithfully,

EDWARDS & BLAKE.

213.—Reply by Insurance Co.

London, 24th Sept., 19 . .

MESSRS. EDWARDS & BLAKE,

HAYMARKET, S.W.

Dear Sirs,

Referring to your letter of the 22nd inst. we return herewith Policies Nos. 7,493,784 and 7,339,439. We have endorsed the latter Policy as desired and also cancelled the endorsement on the former and the entries in our books relating thereto. As the Bouverie St. premises of the Dante Press are rated higher than those at Guildford, we are enabled to make a further reduction of 6/- We return your former receipt and will send you cheque for 6/- on receipt of the enclosed form for the total return of 43/- duly signed by you.

Yours faithfully,

W. HENDERSON,

Branch Manager.

214.—Letter asking for Reduction of Fire Premium.

Cardiff, 8th Jan., 19 . .

THE EXCELLENT INSURANCE CO.,

CARDIFF.

Policy No. 246,810.

Gentlemen,

I shall be glad if you will reconsider the rate of premium charged for my Goods in Transit Shed, which, as you know, is occasionally used as a Bonded Store and Storage Warehouse.

The following points, in my opinion, warrant its receiving preferential treatment in this respect—

1. The shed is not artificially heated, and the lighting is by electricity—the primary current being the Great Southern Railway's main generating station.
2. There is a first-class equipment of fire-extinguishing appliances, in addition to the Fire Float in the Dock.
3. A Water main under hydraulic pressure runs round the whole dock side, and it can be tapped at any crane juncture for extinguishing purposes.
4. No power is employed in the building.

Awaiting your favourable consideration,

I remain, Yours faithfully.

EDWARD JONES.

215.—Letter advising an outbreak of Fire.

Cardiff, 9th Sept., 19 . .

THE EXCELLENT INSURANCE CO.,
CARDIFF.

Gentlemen,

Policy No. 246,810.

I regret to inform you that a Fire broke out in the Storage Shed last night. I estimate the damage at from £3000 to £4000. Fortunately, none of my books are destroyed, so values can easily be ascertained.

Kindly arrange for your representative to call at once, and let me have your instructions regarding salvage.

Yours faithfully,

EDWARD JONES.

216.—Letter asking for Insurance of additional premises.

New Cross, 18*th Feb.*, 19 . .

THE EXCELLENT INSURANCE CO.,
LONDON.

Gentlemen,

Policy No. 123,456.

I beg to inform you that I have taken additional premises next door, No. 62 Waterside, and have a stock of £7500 worth of goods, which I require to be insured in addition to the £20,000 on my premises at Nos. 50 to 60.

Will the premium be at the same rate?

Yours faithfully,
J. B. KAY.

217.—Reply of the Insurance Co. to No. 216.

London, 19*th Feb.*, 19 . .

J. B. KAY, ESQ.,
NEW CROSS.

Dear Sir,

Replying to your letter of the 18th inst., the premium on the additional insurance will probably be at the same rate as Policy No. 123,456, but please fill up the enclosed form, and I will let you know definitely.

Meantime, I am holding you covered.

Yours faithfully,
HENRY CHAPLIN,
Gen. Manager.

218.—Inquiry for Marine Insurance Floating Policy.

London, 14*th Feb.*, 19 . .

MESSRS. T. Y. FARWELL & CO.,
GRACECHURCH ST.,
LONDON, E.C.

Dear Sirs,

Please quote us, by return, your lowest rate for a

Floating Policy, £20,000 A.A.R., on general merchandise, in wood only, per Cunard and White Star steamers from Liverpool or Southampton, to Boston or New York. Also let us know what additional premium there would be for occasional small shipments in wood and zinc per Talbot Line sailing vessels, Liverpool to St. John's, N.F.

Yours faithfully,

C. C. Tomlinson & Co.

219.—Reply to Inquiry for Floating Policy.

London, 15*th Feb.*, 19 . .

Messrs. C. C. Tomlinson & Co.,
18½ Wood St., E.C.

Dear Sirs,

In reply to your inquiry of yesterday's date as to our rate for a £20,000 Floating Policy A.A.R., on general merchandise in wood only per Cunard and White Star Strs. from Liverpool or Southampton, to Boston or New York, we can quote you 2/3 %. This is an exceptionally low rate, and we trust you can pass us the business. On shipments in wood and zinc, per Talbot Line sailers, from Liverpool to St. John's, N.F., the extra premium would be 5/9 %.

Yours faithfully,

T. Y. Farwell & Co.

220.—Order to prepare Floating Policy.

London, 15*th Feb.*, 19 . .

Messrs. T. Y. Farwell & Co.,
62 Gracechurch St., E.C.

Dear Sirs,

We are in receipt of yours of to-day quoting us for Floating Policy as detailed in ours of the 14th inst. The rate is satisfactory, so please put the Policy in hand at

once, and let us have cover note and account of charges by return.

Yours faithfully,
C. C. Tomlinson & Co.

221.—Declaration off Policy.

London, 18th April, 19 . .

Messrs. T. Y. Farwell & Co.,
London, E.C.

Dear Sirs,

Policy No. 175,643

We have to-day shipped the following goods, values as stated, which please declare off Policy—

J. H. C.
New York
186/200

15 cases silk and woollen Goods in wood and oil, per s.s. *Umbria*, Liverpool to New York.
Value: £740

L. & F.
St. John's, N.F.
200/202

3 cases Cottons in wood and zinc, per s. *Mongolian*, Liverpool to St. John's, N.F.
Value: £93.

This leaves undeclared balance of £14,700. Please confirm.

Yours faithfully,
C. C. Tomlinson & Co.

N.B.—These declarations are usually made out on printed forms with same or similar wording to above. The confirmations are also made out on printed forms.

222.—Old Policy fully Declared—new one put in hand.

London, 13th Aug., 19 . .

Messrs. C. C. Tomlinson & Co.,
18½ Wood St., E.C.

Dear Sirs,

We enclose confirmation of your last declaration. You will note that your Policy No. 175,643 is fully declared,

and that there is an uninsured balance on last shipment of £350. We have transferred this to a new Policy for £20,000, which will be completed in a day or two. We trust this is in order. Enclosed is cover-note for the new Policy, also account for same, including the sum of £5. 6. 7., being extra premium in respect of shipments per sailers to St. John's, N.F. The old Policy, No. 175,643, duly cancelled, is also enclosed.

Thanking you,

We are, Yours faithfully,

T. Y. Farwell & Co.

223.—Request for Insurance of Goods.

London, 9th April, 19 . .

Messrs. Jackson & Stower,
London.

Gentlemen,

20 *tons Ingot Copper.*

The above-mentioned goods have been ordered to ship *City of Charleroi* at Rotterdam, according to your instructions.

Kindly provide necessary Marine Insurance on same, as suppliers do not hold themselves responsible.

We will attend to Customs Clearance.

Yours truly,

Furber & Farquhar.

224.—Letter to Insurance Brokers asking for Particulars.

London, 12th July, 19 . .

Messrs. French & Willis,
London.

Dear Sirs,

We shall be glad to know whether you can undertake insurance of Champagne against all risks, including breakage and pilferage.

Yours faithfully,

Wainwright & Co.

225.—Reply to No 224.

London, 13*th July*, 19 . .

MESSRS. WAINWRIGHT & Co.
LONDON.

Dear Sirs,

In reply to your letter of 12th inst., we shall be willing to accept the insurance of all your shipments of Champagne by regular liners to Australia on all risks, conditions with label clause, and including breakage and pilferage, from the United Kingdom to a direct Australian port, at an allround rate of 12*s.* 3*d.* %, less 5 % discount, and 10 % brokerage, on the understanding that a good proportion of the shipments are by mail steamers.

We understand that the policies would be issued and the premiums payable here, claims to be made payable here or in the Colonies as desired.

We shall be glad to hear from you in due course,

And remain, Yours faithfully,

FRENCH & WILLIS.

226.—Request for Insurance of Champagne.

London, 20*th July*, 19 . .

MESSRS. FRENCH & WILLIS,
LONDON.

Dear Sirs,

We beg to acknowledge the receipt of your letter of the 13th inst., quoting us a rate of 12*s.* 3*d.* % less 5 % discount and 10 % brokerage, on all our shipments of Champagne by regular liners to Australia under all risks, conditions and including breakage and pilferage.

We shall be glad if you will open our account by insuring 20 cases Champagne, marked [A J S], the total value being £100, and forward us policy at your earliest convenience.

Yours faithfully,

WAINWRIGHT & Co.

227.—Insurance of Goods on Sea Voyage.

London, 17th June, 19 . .

THE OCEAN INSURANCE CO.,
LONDON.

Dear Sirs,

I shall be glad if you will hold covered the undermentioned articles of clothing, etc., the property of my wife and self, sailing by s.s. *Ionic* from London to Sydney on 25th inst.

On 1 case	Household Goods	-	valued at	£50
1 „	Silver Goods	- -	„	£30
1 „	Books, etc.	- -	„	£10

Yours faithfully,

JAMES MORTIMER.

228.—Letter advising Claim for injury to Workman.

Darlington, 4th April, 19 . .

THE NORTHERN INSURANCE CO.,
DARLINGTON.

Gentlemen,

Policy No. 54,379

Our foreman, Mr. James Macdonald, has met with an accident. He crushed his thumb on the 2nd March, and at the time we did not think it bad enough to report. He has been away for a fortnight's holiday, but now, on his return, his thumb still prevents him attending to work. We are therefore making a claim under the above Policy.

Yours faithfully,

HARTWELL & COLLINS.

229.—Reply of the Insurance Co.

Darlington, 5th April, 19 . .

MESSRS. HARTWELL & COLLINS,
DARLINGTON.

Gentlemen,

Policy No. 54,379

Your letter is to hand, and I note your claim.

This should have been reported to me 3 weeks ago, in accordance with the terms of the Policy, and I must ask you to be more particular in future.

Kindly complete and return the enclosed form. Surely Mr. Macdonald can attend to some portion of his duties.

Yours faithfully,

ARTHUR SHOWELL,

Branch Manager.

DEEDS OF ARRANGEMENT.

No letters relating to Bankruptcy are included in this section, because most of that correspondence is conducted upon printed forms supplied by the Board of Trade.

230.—Letter announcing Meeting of Creditors.

London, 17*th Aug.*, 19 . .

MESSRS. JOHN SEDDONS & SONS,

LEEDS.

Re William Bird, of 140 Gracechurch St., E.C. and of "Brynmore," Ingatestone Rd., Sydenham, S.E., Gentlemen's Tailor.

Dear Sirs,

I have been instructed by the principal Creditors of the above Debtor to prepare a Statement of his Affairs, which will be presented at a meeting of the Creditors to be held at 2 p.m. on Monday, the 15th Sept., at Cannon St. Hotel, when your attendance is requested.

Kindly forward me by return of post a statement of your claim.

Yours faithfully,

SYDNEY CASWELL, F.C.A.

231.—Letter enclosing Statement of Claim. Request for Report of Creditors' Meeting.

Leeds, 19*th Aug.*, 19 . .

SYDNEY CASWELL, F.C.A.,
GRESHAM ST., E.C.

Dear Sir,

Re William Bird.

We beg to acknowledge receipt of your letter of the 17th inst., and enclose a statement of our claim as requested. As the amount is small, we do not think it worth while to send a representative to attend the Meeting of Creditors, so shall esteem it a favour if you will kindly let us know what arrangements are made.

Thanking you in anticipation,

We remain, Faithfully yours,

JOHN SEDDONS & SONS.

232.—Letter enclosing Copy of Resolution passed.

London, 16*th Sept.*, 19 . .

MESSRS. JOHN SEDDONS & SONS,
LEEDS.

Dear Sirs,

Re William Bird.

In accordance with your request I beg to enclose a copy of the Resolution passed at the Meeting of Creditors of the above, held yesterday. The statement of affairs shows a loss of £7437 10*s.* 5*d.*, which the Debtor ascribes partly to continued bad trade and ill health, and partly to his borrowing money at heavy interest. I beg to enclose form of assent to the deed, and shall be obliged by your executing the same and returning it to me without delay.

It is intended to realise the estate as soon as possible, and the Stock will be offered for sale by tender.

Yours faithfully,

SYDNEY CASWELL, F.C.A.

233.—Letter from Creditor asking whether Estate has been realised.

Leeds, 20th Jan., 19 . .

SYDNEY CASWELL, ESQ., F.C.A.,
GRESHAM ST., E.C.

Dear Sir,

Re William Bird.

It is now over four months since the Meeting of Creditors was held *re* the above, and we shall therefore be glad to hear whether the Estate has yet been realised, and how soon a Dividend is likely to be declared.

Awaiting the favour of a reply,

We remain, Faithfully yours,
JOHN SEDDONS & SONS.

234.—Reply to No. 233.

London, 21st Jan., 19 . .

MESSRS. JOHN SEDDONS & SONS,
LEEDS.

Dear Sirs,

Re William Bird.

In response to yours of yesterday's date, I beg to say that the above Estate has not yet been realised owing to prolonged litigation between some of the Creditors and myself as Trustee. Until these cases are settled one way or the other, I do not feel justified in declaring any Dividend.

Assuring you that I am doing all in my power to effect a speedy settlement,

I remain, Yours faithfully,
SYDNEY CASWELL, F.C.A.

235.—Letter announcing Dividend.

London, 24th Feb., 19 . .

MESSRS. JOHN SEDDONS & SONS,
LEEDS.

In the matter of a Deed of Assignment made on the 25th Sept., 19 . ., by

William Bird, of 140 Gracechurch St., E.C., and of "Brynmore," Ingatestone Rd., Sydenham, S.E., Gentlemen's Tailor.

Dear Sirs,

A First and final Dividend of 6/- in the £ is now payable to the Creditors of the above Estate, at my office as above, between the hours of 10 and 3 o'clock.

The Dividend on your claim of £20/5/- amounts to £6/1/6, and on your filling up, signing and returning the annexed Receipt and Authority, a cheque for the latter amount will be forwarded to you by post, or as otherwise directed.

A statement of the Realisation of the Estate is annexed hereto.

Yours faithfully,

SYDNEY CASWELL,
Trustee.

236.—Receipt.

24*th Feb.*, 19 . .

Re William Bird, Deed of Arrangement.

Received of Sydney Caswell, the Trustee under the above Deed, the sum of six pounds one shilling and sixpence, being the First and final dividend on our claim of £20/5/-.

Dated this day of 19 . .

. . . . . *Creditor's Signature.*

237.—Authority.

To SYDNEY CASWELL.

Please forward to me, by post, a cheque for the before-mentioned Dividend of £6/1/6.

. . . . . *Creditor's Signature.*

Please deliver to Mr. a cheque for the before-mentioned Dividend of £6/1/6.

. . . . . *Creditor's Signature.*

238.—Statement of Realisation of an Estate.

In the Matter of the Deeds of Arrangement Act, 1887,
and
In the Matter of FRANK SALAMON and HERBERT JAMES, trading as SALAMON & Co., 147 High Street, Westminster, Hosiers and Gentlemen's Outfitters.

14*th March*, 1907, *to* 16*th May*, 1908.

Receipts.	£	s.	d.
To Cash in Hand and at Bank ...	0	0	0
,, Proceeds of Sale of Stock ..	148	17	4
,, Proceeds of Sale of Furniture and Fixtures...	22	11	0
,, Book Debts collected	91	13	7
,, Received for Transfer of Goodwill of Business ...	7	10	0
,, Cash Sales...	50	19	0
	£321	10	11

Payments.	£	s.	d.
By Solicitor's Costs of Preparation and Registration of Deed, and of Negotiation to obtain same	25	17	10
,, Cost of Trustee's Solicitor ...	11	9	0
,, Wages	7	4	10
,, Stock-taker's Salary	16	6	9
,, Auctioneers' Charges	2	12	6
,, Costs of Debtors' Solicitors ...	10	0	0
,, Board of Trade Fees	1	0	0
,, Stationery and Printing... ...	7	14	6
,, Postages, Travelling and Incidental Expenses	6	12	1
,, Advertising	0	11	0
,, Preparation of Statement of Affairs	7	7	0
,, PREFERENTIAL PAYMENTS:			
Taxes, Trent St. Premises ...	£ 11	s. 0	d. 0
Rates for two Quarters ...	22	0	6
	33	0	6
,, CLAIMS PAID IN FULL:			
Expenses of Legal Proceedings taken by Creditors prior to Creditors' Meeting	14	6	0
,, *First Dividend* of 2*s.* 6*d.* in the £ on claims amounting to £958 17*s.* 10*d.*	119	17	3
Additional ... £1 13*s.* 5*d.*	0	4	3
,, *Second and Final Dividend* of 3*d.* in the £ on claims amounting to £960 11*s.* 3*d.*	12	0	2
,, Trustee's Remuneration as approved by the Committee of Inspection:			
,, 10% on Receipts ... £321 10 11			
,, 10% on Dividends paid £132 1 8			
Total £453 12 7	45	7	3
	£321	10	11

Bradford, 16*th May*, 1908.

WILLIAM A. JAMESON, *Trustee.*

NOTE.—The Estate has now been fully realised.

239.—Letter announcing Appointment as Voluntary Liquidator.

London, 5th July, 19 . .

Gentlemen,

Re Lewson & Fortner, Ltd.

I have to advise you that by a Resolution of the above Company I was, on June 24th, appointed Voluntary Liquidator, but on proceeding to take possession, was informed that a Receiver and Manager had been appointed on behalf of the Debenture Holders, and that he would hold possession until their claims were satisfied.

I shall be obliged by your attending a Meeting which will be held here to-morrow, the 6th inst., at 11.45 a.m., to consider what steps shall be taken to enable me to obtain early possession, with a view to an investigation of the whole of the transactions of the Company since its commencement.

Please bring with you a detailed statement of your account.

I remain, Gentlemen,
Yours faithfully,
WALTER FERGUSSON, A.C.A.

240.—Letter enclosing Resolutions passed.

6th July, 19 . .

Gentlemen,

Re Lewson & Fortner, Ltd.

At the Meeting held here to-day in the above matter, the enclosed Resolutions were passed by those Creditors present. We should be much obliged by your signing the same and returning it to us as soon as possible.

We should also be glad to receive a statement of your account, if you have not already sent one.

We remain, Yours faithfully,

WALTER FERGUSSON & SON.

Copy of Resolution.

Lewson & Fortner, Ltd.—In Liquidation.

At a meeting of Creditors held on 6th July, 19. . at 26, Gresham Street, E.C., at which creditors representing debts to the amount of £990 were present, Mr. H. Smith (William Jones & Co.) being in the chair—

IT WAS RESOLVED that Mr. Walter Fergusson, A.C.A., the Voluntary Liquidator, be instructed to apply to the Court in the Debenture Holder's Action as he may be advised, with a view to the discharge of the Receiver and Manager in that action, on such terms as the Court may think proper.

AND FURTHER THAT—

Mr. H. Smith (William Jones & Co.),
Mr. Maurice Fürst (Estate of Mark Tyars),
Mr. Sydney C. Birt (Marcus Cosgrave Ltd.),

be appointed a Committee with whom the Liquidator can confer from time to time.

AND WE UNDERTAKE to contribute *pro rata* amongst ourselves, and the other Creditors assenting to this Resolution, in order to indemnify Mr. Fergusson from any costs, or liability for costs, in consequence of such application.

I/We hereby agree to the above.

. . . . . *Signature.*

Dated this day of 19 . .

LETTERS RELATING TO COLLECTION OF ACCOUNTS, BILLS, ADVANCES, &c.

241.—Varying Forms of 1st Application.

London, 13*th July*, 19 . .

MESSRS. J. WALKER & Co.,
MANCHESTER.

Dear Sirs,

Permit me to remind you that my account rendered to 1st June last, amounting to £37. 10. 8., is still outstanding, and to request an early settlement.

Yours faithfully,
ARTHUR STOKES.

242.

London, 15*th Aug.*, 19 . .

MESSRS. SIMPSON & BROWN,
OXFORD.

Dear Sirs,

We beg to call your attention to our account rendered, £18. 10. 6., due 31st ult., a settlement of which will oblige,

Yours faithfully,
RANDOLPH CROOKES & Co.

243.

London, 18*th February*, 19 . .

MESSRS. SHARP & SHARP,
HIGH WYCOMBE.

Dear Sirs,

Allow us to point out that no settlement of our account rendered, £84. 15. 6., has yet been received, and to ask you to give your early attention to the matter.

Yours faithfully,
JAMES HENDERSON & SONS.

244.

Halifax, 15*th April*, 19 . .

MR. WALTER PEARCE,
WARRINGTON.

Dear Sir,

Please be good enough to let us have, by return, your cheque for £28. 10. 6., in settlement of our account rendered to the 31st March last, and oblige,

Yours faithfully,
MAKEPEACE & WILLIAMS.

245.—Varying Forms of 2nd Application.

London, 31*st July*, 19 . .

MESSRS. J. WALKER & Co.,
MANCHESTER.

Dear Sirs,

I beg to remind you that I have received no reply to my letter of the 13th inst., asking for settlement of account, £37. 10. 8., due 1st July last. Please be good enough to let me have your cheque by return.

Yours faithfully,
ARTHUR STOKES.

246.

31*st August*, 19 . .

MESSRS. SIMPSON & BROWN,
OXFORD.

Dear Sirs,

Referring to our letter of the 15th inst., with respect to our account, £18. 10 6., now one month overdue, we shall be glad to receive your cheque to balance by return.

Yours faithfully,
RANDOLPH CROOKES & Co.

247.

London, 28*th Feb.*, 19 . .

MESSRS. SHARP & SHARP,
HIGH WYCOMBE.

Dear Sirs,

We shall be obliged if you will give your immediate attention to our letter of the 18th inst., respecting our account, £84. 15. 6., and remit us cheque in settlement by return.

Yours faithfully,
JAMES HENDERSON & SONS.

248.—Varying forms of 3rd Application.

London, 10*th Aug.*, 19 . .

MESSRS. J. WALKER & Co.,
MANCHESTER.

Dear Sirs,

I am surprised that no attention has been paid to my letters to you, dated the 13th and 31st ult., regarding my outstanding account, £37. 10. 8., and must request you to send me immediately your cheque in settlement.

Yours faithfully,
ARTHUR STOKES.

249.

London, 8*th Sept.*, 19 . .

MESSRS. SIMPSON & BROWN,
OXFORD.

Dear Sirs,

We are still without settlement of our account rendered, £18. 10. 6., notwithstanding our letters of the 15th and 31st ult., and must for the third time request you to give your immediate attention to this matter. Further, the remittance must be made in full, as the

settlement discount is contingent on payment within ten days from date of rendering.

Yours faithfully,
RANDOLPH CROOKES & Co.

250.

London, 8th Mar., 19 . .

MESSRS. SHARP & SHARP,
HIGH WYCOMBE.

Dear Sirs,

We are much surprised that no reply to our letters of the 18th and 28th ult. has yet been received, and must ask you to give them your attention without any further delay.

Yours faithfully,
JAMES HENDERSON & SONS.

251.—Varying forms of Final Application.

London, 20th Aug., 19 . .

MESSRS. J. WALKER & Co.,
MANCHESTER.

Dear Sirs,

I very much regret that you have ignored my previous application for a settlement of my account rendered to 1st June last, amounting to £37. 10. 8., and must now inform you that unless your cheque is in my hands on or before the morning of the 23rd prox., I shall immediately take steps to enforce payment.

Yours faithfully,
ARTHUR STOKES.

252.

London, 15th Sept., 19 . .

MESSRS. SIMPSON & BROWN,
OXFORD.

Dear Sirs,

We beg to inform you that having received no reply

to our letters of the 15th and 31st ult., and the 8th inst., respecting our overdue account, we have to-day placed the matter in the hands of our Solicitors.

Yours faithfully,

RANDOLPH CROOKES & Co.

253.

London, 28*th Mar.*, 19 . .

MESSRS. SHARP & SHARP,
HIGH WYCOMBE.

Dear Sirs,

Our three previous applications for settlement of our account rendered, £84. 15. 6., having been ignored, we are reluctantly compelled to say that, failing receipt of your cheque by Wednesday mid-day, we must have recourse to legal proceedings for recovery of same.

Yours faithfully,

JAMES HENDERSON & SONS.

254.

Halifax, 31*st July*, 19 . .

MR. WALTER PEARCE,
WARRINGTON.

Dear Sirs,

Having regard to the length of time our account rendered to 31st March last, £28. 10. 6., has been outstanding, and our numerous but ineffectual attempts to secure a settlement, we have decided to take steps at once legally to recover the amount due.

It is with real regret that, after so many years of quite satisfactory association, we feel compelled to convey such an intimation to you.

Yours faithfully,

MAKEPEACE & WILLIAMS.

255.—Remittance not to hand. Order held over.

Accrington, 1*st Aug.*, 19 . .

MESSRS. BALLANTYNE & SON,
CARLISLE.

Dear Sirs,

Our Traveller, Mr. J. Simms, reports that, when he called upon you last week, you promised that a cheque in settlement of our account should be sent before the end of the month, but we regret to say that no remittance has yet been received. We are holding over the order you were good enough to hand to him pending fulfilment of your promise.

Yours faithfully,
ALLENBY & BEECHAM.

256.—Reply enclosing cheque on a/c.

Carlisle, 3*rd Aug.*, 19 . .

MESSRS. ALLENBY & BEECHAM,
ACCRINGTON.

Gentlemen,

In reply to your letter of the 1st inst., please find enclosed cheque for £10 on account. We quite intended, as promised to your Mr. Simms, to remit you in full settlement, but we regret to say that we have experienced very great difficulty in collecting accounts due to us; one customer in particular failing to meet a bill for a large amount, payment of which we had confidently expected. As you are aware, the character of our business necessitates our giving long credit, and at this, the dead season of the year, it is not always easy for us to discharge our liabilities as promptly as we should like; still, it is only a question of a few weeks, and you may rely upon receiving the balance due to you by the end of the month.

Please, therefore, fill our order without delay, as the goods are urgently required.

Yours faithfully,

BALLANTYNE & SON.

257.—Acknowledgment of Cheque on a/c.

Accrington, 5th Aug., 19 . .

MESSRS. BALLANTYNE & SON,
CARLISLE.

Dear Sirs,

Your letter of the 3rd inst., with cheque £10 on a/c, is to hand. We note what you say as to the difficulty you experience in collecting your outstanding accounts; but we are compelled to remark that we do not think you are treating us with the consideration we have a right to expect. It is true that small remittances have been forwarded from time to time, but the debit balance against you has been steadily accumulating during the past twelve months, until it now stands at the considerable total of £55. 4. 7. Having regard to the many years during which you have been a customer of this house, and the, generally speaking, satisfactory character of your account, we are reluctant to resort to harsh measures. We must, however, insist that the existing balance shall be cleared off by regular instalments of, say, £15 per month, the first instalment to reach us not later than 15th prox., and that, in the meantime, you shall pay cash for all further goods, we allowing you an extra $2\frac{1}{2}\%$ discount in lieu of credit.

We shall be glad to hear by return that you agree to this arrangement, as otherwise we shall have no alternative but definitely to close your account, and place the matter in other hands.

Yours faithfully,

ALLENBY & BEECHAM.

258.—Letter Enclosing Cheque in full Settlement.

Carlisle, 6th Aug., 19 . .

MESSRS. ALLENBY & BEECHAM,
ACCRINGTON.

Dear Sirs,

In reply to yours of yesterday's date, we are glad to say that the bill referred to in ours of the 3rd inst. has now been met, and that we are in a position to settle your account as promised. Enclosed is cheque for £55. 4. 7., receipt of which kindly acknowledge. We shall be glad if you will at once forward the goods ordered through traveller.

Yours faithfully,
BALLANTYNE & SON.

259.—Letter Explaining the Non-payment of a/c.

Leicester, 15th June, 19 . .

MESSRS. AFFLECK & Co.,
LONDON, S.W.

We are in receipt of your letter of the 13th inst., respecting Account, but regret we are not able at the moment to make you a settlement. We hope, however, to send you something on a/c in the course of a week or two. Almost the whole of the goods is still on our shelves, and as the season for this class of merchandise is now quite over, we are afraid we shall have to wait several months before getting a chance to dispose of it, and then probably only at a heavy discount. We told your traveller, Mr. Filey, when he pressed us to take these goods, that we were dubious of our ability to dispose of them quickly, and it was only on his assurance that other firms in this town were stocking them largely, and that you would be easy as to payment, that we consented to take them.

Yours truly,
WAINWRIGHT & HAPGOOD.

260.—Reply to Letter No. 259.

London, 16*th June*, 19 . .

MESSRS. WAINWRIGHT & HAPGOOD,
LEICESTER.

Dear Sirs,

We beg to acknowledge receipt of yours of yesterday's date, in which you intimate that you are unable to make a settlement of our account just now, but hope to remit part of it in the course of a week or two. This is not satisfactory. Far from the goods being slow-selling, we have had from Leicester dealers no less than fourteen repeat orders, some of them for large amounts. We cannot but think that had you actively pushed the sale of our goods you would long ago have exhausted your stock. Anyhow, it is hardly fair that you should expect us to suffer from your own failure; and, though we have no desire unduly to press you for payment, we must ask you to remit us the whole amount due, on or before 16th July next.

Yours faithfully,

AFFLECK & Co.

261.—Letter Suggesting Settlement by Bill.

Leicester, 18*th June*, 19 . .

MESSRS. AFFLECK & Co.,
LONDON.

Gentlemen,

In reply to your letter to hand yesterday, we are afraid it will be impossible for us to settle your account by the 16th July next—the date you mention—but we shall be willing to accept a bill for the amount at 2 m/date.

Trusting that you can see your way to accept this suggestion,

We are, Yours truly,

WAINWRIGHT & HAPGOOD.

262.—Letter Advising Drawing of Bill.

London, 6*th July*, 19 . .

MESSRS. ALDRICH, WAYNEFLEET & Co.,
MELBOURNE.

Dear Sirs,

Herewith we beg to hand you statement of account made up to 30th June last, amounting to £215. 10. 8., which we trust you will find correct. As usual, we have drawn upon you for the amount at 30 d/s through the Union Bank of Australia.

Recommending the draft to your kind protection, and thanking you for your continued interest in our products,

We are, Yours faithfully,
A. M. CHAPLIN & Co.

263.—Letter Advising Draft in Settlement of a/c Sales.

Manchester, 8*th Jan.*, 19 . .

MESSRS. FOUKES, AYLWARD & THRASHER,
BOMBAY.

Gentlemen,

We have been expecting to hear from you relative to the consignment of Dress Goods, account sales for which, showing a balance of £187. 10. 6. in our favour, we received from you as far back as 15th November last. We have now drawn upon you at 10 d/s through the National Bank of India for the balance due, plus two months' interest thereon at 5%, and beg you to honour the draft on presentation. We propose making you a further and larger consignment within the next three months, and shall be glad to be informed of your terms of settlement. We presume you expect us to draw upon you at short date on receipt of a/c sales, but we should prefer

that, when sending the a/c sales, you enclosed with it a banker's draft for the amount.

Yours faithfully,
TALBOT & WOODWARD.

264.—Letter Enclosing Bill for Acceptance.

London, 2nd Oct., 19 . .

MESSRS. FARGIE SMALL & Co.,
WORCESTER.

Dear Sirs,

Herewith we beg to hand you statement of account to 30th September last, amounting to £108. 14. 2. As usual, we enclose a 3/months' bill for the amount, which please be good enough to accept and return in due course.

Yours faithfully,
THE WORRALL MANUFACTURING Co.

265.—Letter *re* Dishonoured Bill.

London, 5th Oct. 19 . .

MESSRS. FARGIE SMALL & Co.,
WORCESTER.

Dear Sirs,

We were surprised to receive information from our bankers this morning that your acceptance for £101. 14. 3., due 3rd inst., has been dishonoured. We must ask you immediately to send us your cheque to take up this bill, and also to remit us 6*s.* 8*d.* protest charges. If funds are not in our hands by first post Monday morning we shall, without further notice, place the matter in the hands of our solicitors.

Yours faithfully,
THE WORRALL MANUFACTURING Co.

266.—Acknowledgment of Receipt of Bills.

Leipzig, 12th June, 19 . .

MESSRS. FANNIN & APPLEBY,
LONDON, E.C.

Gentlemen,

Your favour of the 8th inst., enclosing the following sight bills, is to hand.

Hermann & Schroder, Leipzig .	£85	7	6
Liebermann & Brun, „ .	£120	10	0
Albrecht Gebrüder, „ .	£30	5	0

These have been negotiated at 20 $\frac{40}{}$, the current rate of exchange for sight drafts, and we have passed to your credit the sum of Mks. 4816 $\frac{95}{}$ which we hold at your disposal.

Faithfully yours,

F. LÖDER & SOHN.

267.—Bill Due—request for renewal.

London, 5th Mar., 19 . .

MESSRS. WAINWRIGHT BROS.,
SOUTHAMPTON.

Dear Sirs,

Your bill for £258. 10. 0., accepted by us on the 4th Jan. last, matures for payment on the 8th inst. You will remember it was understood that, should we desire it, you would renew the bill for three months. We have been disappointed by the non-receipt of two large amounts due to us in respect of contracts completed but not yet certified, and we should therefore be obliged if you will instruct your bankers not to present the bill for payment. Enclosed we hand you our acceptance for £261. 14. 8. due 8th June, being the amount of the earlier draft—which kindly cancel and return—plus 3 months' interest at 5 % p.a.

Yours faithfully,

ALLENBY & SON.

268.—Enclosing Cheque on a/c of Bill and requesting renewal of balance.

Wolverhampton, 3rd April, 19 . .

THE UNION MANUFACTURING CO.,
LONDON, E.

Dear Sirs,

We regret to inform you that, owing to the serious depression of trade now prevailing, we shall be unable to meet our acceptance for £176. 10. 7., which matures for payment on the 18th inst. Enclosed we beg to hand you cheque for £76. 10. 7., and shall be obliged if you will renew the balance at one month under interest. May we express the hope that the prompt manner in which all our engagements have hitherto been met will tend to assure you that only a temporary inconvenience prompts this request, and to add that everything points to a strong trade revival in the immediate future?

Thanking you in anticipation,

We remain, Yours faithfully,

J. WELLBY & SONS.

269.—Letter acceding to request for partial renewal of Bill.

London, 4th April, 19 . .

MESSRS. J. WELLBY & SONS,
WOLVERHAMPTON.

Dear Sirs,

We are in receipt of your letter of yesterday's date, enclosing cheque for £76. 10. 7. on a/c of your acceptance £176. 10. 7. due 18th inst., and requesting renewal of the balance for one month under interest. This we are willing to do, and herewith enclose bill for £100 due 18th May next, which please accept and return. We also enclose bill for one month's interest at 5 % and stamp 1/- = 9/4, which please remit when returning the bill. It is

better to pay the interest separately, as if added to the bill the stamp duty will be a shilling more. On receipt of the accepted bill, and postal order for 9/4 we will withdraw your acceptance for £176. 10. 7., cancel, and return it to you.

Trusting that your anticipation of a strong trade revival will be fully realised,

We are, Yours faithfully,

THE UNION MANUFACTURING CO., LTD.

270.—Letter of Remonstrance *re* Bill drawn without title.

London, 10*th Sept.*, 19 . .

MM. CH. RENAUD ET FILS,

PARIS.

Gentlemen,

A sight draft drawn by you for £42. 10. 8. was presented here for payment to-day. We see from your advice to hand this morning that the draft relates to a shipment of Perfumery ordered from your representative when he called upon us last month, and that the documents necessary to clear are attached to the draft. If you will consult our indent you will find that we were to have a quarterly account to be settled by bill at 2 months. These terms were distinctly arranged with your representative, to whom we gave banker's and full trade references, which we presume have been taken up. We have no desire to say more than we ought, but we regard your action as quite unwarrantable. Had we been in regular business relationship with you we might perhaps have taken up the draft, irregular though it be, but as this is our first transaction, and as, further, we can purchase these goods from at least three other French houses, we have refused payment of your draft, and decline all responsibility for

any costs and charges which you may incur in the matter.

Regretting that we feel it incumbent upon us to adopt this course,

We are, Yours faithfully,

ALEXANDER WATSON & SONS.

271.—Reply to Letter No. 270.

Paris, 13*th Sept.*, 19 . .

MESSRS. ALEXANDER WATSON & SONS,
LONDON.

Gentlemen,

On receipt of your letter we telegraphed a follows—

"Letter received have wired bank to hold over documents pending inquiries."

We find the terms of settlement to be those stated in your letter, but no mention of these terms was made in our Mr. Dupent's report. On the other hand, he distinctly stated that we were to draw at sight against documents—this being our usual practice with first orders. Accordingly, we wired Mr. Dupent for an explanation. He replies to the effect that he misunderstood the conversation he had with you, and assumed that the references given to him, which he has now passed on to us, were to be taken up with a view to a credit a/c later on. We have seen MM. Charpentier & Cie., of this city, one of the firms you mention, and from what they tell us we have every assurance that our interests are in safe hands. We have therefore wired the bank this morning to hand over to you the shipping documents, and to return the draft to us. Please pay any warehouse charges that may have accrued and debit our account.

Regretting very much that so disagreeable an incident

should have arisen at the very outset of our relationship, and assuring you of our best services at all times,

We are, Yours faithfully,

CH. RENAUD ET FILS.

272.—Bills to be discounted.

London, 1*st Feb.*, 19 . .

THE MANAGER,
DISTRICT BANK,
PRINCES ST., E.C.

Dear Sir,

Herewith we hand you bills as under. Please at once pass same to the credit of our account under discount, and oblige,

Yours faithfully,

PEACOCK, WILLIAMS & Co.

30 d/s on A. H. Woodward, Bedford, for £58. 10. 7. due 23rd. Feb.
30 d/s on Bellamy & Co., Rotherhithe, for £115. 12. 9. due 25th Feb.
60 d/s on Harpur McGuines & Co., Deptford, £119. 15. 6. due 28th March.
3 m/s on Fiske & Wainwright, Wolverhampton, £243. 7. 6. due 2nd April.
6 m/s on Mullers Ltd., Bradford, for £198. 12. 6. due 5th April.

£735. 18. 10.

273.—Bills for Collection and request for further advance.

THE MANAGER,
NATIONAL BANK OF PONDICHERRY,
THREADNEEDLE ST., E.C.

Dear Sirs,

Herewith we hand you bills as mentioned at foot

hereof. Kindly collect same and credit us with the proceeds. Inclusive of the present you now hold bills of ours to a total value of £1897. 10. 6., against which you have advanced £750. During the next few days bills to the value of £850 will mature for payment. It would be a convenience if you could let us have a further advance of £500. Mr. C. J. Wright will wait upon you to-morrow at 12 p.m., when we trust you can hand him a cheque for this amount.

Yours faithfully,

ARTHUR ROBBINS & GORE.

C. H. Ferguson & Co., Bombay, 60 d/s £147. 10. 8.
Vidya, Atnamaram & Co., Poona, 10 d/s £58. 10. 7.
B.X. Kallysunkerdass & Co., Calcutta, 60 d/s £197. 10. 0.

274.—Letter enclosing Draft and requesting payments to be made.

Sydney, 12*th March*, 19 . .

MESSRS. ASGILL & SIMPSON,
LONDON, E.C.

Dear Sirs,

We enclose herewith draft at 10 d/s for £150. 6. 7. on Mr. C. Halliday of your city, which kindly collect and place to our credit. In the course of a day or two you will receive a remittance on our account from Messrs. Lascelles & Co., 15 Old St., E.C., value £82. 10. 9., the receipt of which please acknowledge. With these two credits and allowing for Worrall's draft dishonoured, the balance standing in our favour is £755. 12. 9. We shall be glad if you will make the following payments on our account.

£78. 10. 2. to W. J. Mortimer & Co., 14 Leadenhall St., E.C.
£249. 6. 7. to Pillivant & Webster, 10 Gt. St. Helens, E.C.

£187. 5. 6. to the Thameside Oil Mills, 18 Tooley St., E.C.
£211. 18. 6. to Braunschweig & Co., Spitalfields, E.

All these payments have been advised, and representatives of the different houses will call for their cheques on the 1st May next.

Worrall's dishonoured draft. We are not surprised that this bill has been protested for non-payment, as we have received several intimations from our correspondents, your good selves amongst them, that their financial position is far from satisfactory. We are fortunate enough, however, to be fully covered, as they recently sent us a consignment of tinned goods, the sale of which has realised considerably more than the amount of our draft. We have written to them by this mail to the effect that we are treating the dishonoured bill in Contra, and requesting them to pay over to you the noting and protest charges. Please therefore have a bill made out for these and present it without delay.

Yours faithfully,

FORD & LENNOX.

275.—Remonstrance for Overdrawing without advice.

Adelaide, 30th Jan., 19 . .

MESSRS. V. WALLER & SONS,
LONDON, E.

Dear Sirs,

To-day a sight draft for £187. 10. 0. drawn by you was presented to us through the Commercial Bank of Australia and paid. Our first impulse was to refuse payment, as we have received neither statement of account nor advice of the draft. Further, though our books show credits in your favour to the full amount of your draft, the balance to 31st December last (and you are not entitled to draw for more) is only £95. 12. 6.

We feel bound to say that to draw upon us in this way, without title and without advice, is a highly irregular proceeding which, should it occur again, we shall certainly not countenance. We must ask you to be good enough to furnish us with an explanation by return mail, and also to credit us with £1. 10. 7., being 4 months' interest at 5% p.a. on £91. 17. 6., which in the ordinary course would not have been paid till the end of May next.

Yours faithfully,

SIEMENS, LIDDLE & WALKER.

276.—Explanation and apology for Overdraft, etc.

London, 6th Mar., 19 . .

MESSRS. SIEMENS, LIDDLE & WALKER,
ADELAIDE, S. AUSTRALIA.

Gentlemen,

We hasten to reply to your letter dated the 30th January last, the receipt of which is a very unpleasant surprise. We have thoroughly investigated the circumstances under which the bill referred to was drawn, and have located the fault with our book-keeper, who has but lately entered our service. Through some unaccountable oversight he prepared a draft for the total amount of your indebtedness, instead of for that portion to the 31st December last, which, as you rightly remark, is all that is due. The absence of the advice is inexplicable, as all our drafts are duly advised, and never before have any of our customers had reason to complain of slackness in this particular. It is just possible that the letter of advice enclosed with the statement missed the outgoing mail, and has now reached you. December is a very heavy month with us, and our postal department is worked at full pressure. Still, that is no excuse for the trouble to which you have been put. We need hardly

say that we greatly appreciate your action in paying the draft, when to have dishonoured it would have been quite in order, and we have passed the amount of £1. 10. 7. to your credit as requested.

Apologising for the unfortunate occurrence and claiming your indulgence,

We are, Gentlemen,
Yours faithfully,
V. Waller & Sons.

277.—Letter *re* Bills for Exchange.

London, 15th Aug., 19 . .

Messrs. Anthony Schröder & Epstein,
Cornhill, E.C.

Dear Sirs,

Enclosed we hand you Foreign Bank Bills at sight as under. Kindly convert same at current rates of Exchange, and let us have cheque by bearer. According to to-day's paper the Paris Exchange is quoted at 25·15, Berlin 20·39, Lisbon 46½, and Madrid 28·15. We trust your own quotations are not less favourable.

Engelmann, Berlin . . .	Mks.	2,500
Nicole & Cie., Paris . .	Fcs.	3,800
Tanquerrys Ltd., Lisbon . .	Reis.	8,500
Garcia y Ca., Madrid . .	Pstas.	4,900

Yours faithfully,
Westbury & Maughan.

278.—Letter requesting additional facility for cashing Cheques.

London, 4th June, 19 . .

The Manager,
Central and South-Western Banking Co.,
Cheapside, E.C.

Dear Sir,

Please credit my account with the enclosed cheque

for £890. 7. 6. and transfer £500 from the current to the deposit account. It would be useful to me to be able occasionally to cash cheques at your Haymarket branch. I shall therefore be glad if you will arrange with the manager there to cash my cheques up to £50 on one day. I append specimen of my signature for use at the Haymarket branch.

Yours faithfully,
WALTER EMDEN.

279.—Letter advising Draft against B/Lading.

Halifax, 30*th Mar.*, 1908.

MESSRS. JAMES HENDERSON & SONS,
DUNEDIN.

Dear Sirs,

We beg to advise that, in accordance with your esteemed order of the 15th ult., we have shipped you to-day per s.s. *Orotura*, 15 cases of woollen goods, marks

J. H.
& SONS
Dunedin
801/816

and numbers as per margin, which we trust will reach you in good order and condition. Herewith we beg to hand you invoice for the shipment, amounting to £437. 10. 6., to cover which we have drawn upon you through the National Bank of New Zealand at 30 d/s. The Bill of Lading, etc., is attached to the draft, and will be handed to you on your accepting same.

Recommending the draft to your protection, and trusting to a continuation of your favours,

We are, Yours faithfully,
THE WHITE ABBEY MILLS.

280.—Letter requesting Pass Books to be made up, and Certificate of Balance.

London, 30th May, 19 . .

THE MANAGER,
CITY AND COUNTY BANK,
PRINCES ST., E.C.

Gentlemen,

The first half of our financial year ends to-morrow, and I shall be glad if you will have our Pass Book made up by Monday morning and the Balance brought down, first debiting us with all cheques presented and cashed to-morrow.

I shall also be glad if you will furnish us with a certificate of the balance brought down for our Auditor's inspection.

Yours faithfully,
RICHARDS & COLE, LTD.
Arthur Newsome, Secretary

281.—*Re* Cheque irregularly drawn.

Belfast, 1st April, 19 . .

MESSRS. STEWART & JAMES,
LONDON, E.C.

Dear Sirs,

The enclosed cheque for £49. 3. 7. has been returned by our Bank marked—

"Requires another signature."

Will you please see that this is added, and return it to us at your earliest convenience?

Yours truly,
JOHN JONES LTD.

282.—Cheque Dishonoured.

London, 4th May, 19 . .

Mr. Charles Winslow,
Derby.

We beg to advise you that your cheque for £85. 7. 6. has been returned to us by our bankers to-day marked N/S. Having regard to the difficulty we have experienced lately in securing settlements from you we are not disposed to keep your account open any longer, and have accordingly placed the matter in the hands of our solicitors, Messrs. Francis, Simms & Woodhead, 14 Old Jewry, London, E.C., to whom we must now refer you.

Regretting the unpleasant necessity,

We remain, Yours faithfully,

A. Calcutt & Co.

283.—Request for Duplicate Invoices and Remarks *re* Settlement.

Birmingham, 10th Oct., 19 . .

Messrs. J. Philpott & Co.,
Wednesbury.

Dear Sirs,

We are in receipt of your letter requesting settlement of account rendered to the 30th ult., amounting to £83. 10. 7., and in reply beg to say that we are unable to trace the following items—

10th Aug. . . .	£8. 7. 6.
12th Sept. . . .	£3. 1. 4.

Please be good enough to let us have duplicate invoices and also to quote our Order nos. for the goods. Further, the item of £2. 1. 7. charged under date 12th July, is also included in the amount of £5. 8. 7., charged on 18th July. We should like to add that the terms of settlement arranged with your Mr. Watkins provided for a quarterly account and 3/months bills. Possibly

this arrangement is not on record in your books, but if it is, and you desire to anticipate date of payment, we think we are entitled to ask that you credit us with 5% interest for three months, in respect of the accommodation.

Yours faithfully,

RANSOMES & WOOLLETT.

284.—Notice as to Pay Day.

London, 5th July, 19 . .

MESSRS. MAKEPEACE & SAUNDERS.
15 ST. MARY AXE, E.C.

Dear Sirs,

In reply to your letter asking for settlement of account rendered to 30th June last, please note that our pay day for Town Accounts is the last Wednesday of any month, between the hours of 11 a.m. and 3 p.m., but we expect creditors to send representatives to agree amounts for settlement at least three days prior to calling for their cheques. According to our books the net amount due to you is £38. 10. 7. Please confirm.

Yours faithfully,

A. C. LOVETT & Co.

285.—Town Accounts not Remitted.

London, 4th April, 19 . .

MESSRS. HOWARD & FORD,
15 NEW BRIDGE ST., E.C.

Dear Sirs,

We are in receipt of your letter complaining of the non-receipt of cheque in settlement of your account. A cheque for £18. 10. 7. made out in your favour was signed ten days ago, and has been lying here, awaiting your collector's call. Please consult our order forms and other stationery, and you will see that we do not undertake remittance of town accounts.

Yours faithfully,

WENTWORTH & ELSTON.

286.—Discount wrongly Deducted.

London, 12th April, 19 . .

THE SIMPLEX MANUFACTURING CO.,
OLD CHANGE, E.C.

Dear Sirs,

Herewith we send you receipt for cheque £18. 7. 9. to hand this morning. We notice, however, that you have deducted 5 % discount. This is out of order, as all discounts were deducted from the invoices and the account rendered is net. We shall be obliged, therefore, if you will remit us the 19*s.* 4*d.* wrongly deducted, or, if you prefer it, we will bring the amount forward to your debit on next statement.

Yours faithfully,
FORDS & WILLBER, LTD.

287.—Reminder of Terms of Settlement.

Preston, 1st Jan., 19 . .

MESSRS. HARDACRES & CO.,
MANCHESTER.

Dear Sirs,

Herewith we beg to hand you Statement of Account to 31st December last, amounting to £84. 17. 10. The account is subject to 10 % discount if settled within fifteen days of rendering, after which it is strictly net. We specially mention the fact as last quarter, through settlement being delayed beyond the fifteen-day limit, we were compelled to request payment in full.

Yours faithfully,
WHITESIDE & WARBURTON.

288.—Letter asking Banker for Loan on Security.

London, 9th October, 19 . .

THE MANAGER,
LONDON AND SOUTH-EASTERN BANKING CO., LTD.,
BLACKFRIARS BRANCH.

Dear Sir,

I am contemplating a large extension of business

with some important firms in Japan, and as their terms would necessitate additional temporary capital, I should be glad if you could see your way to arrange a loan for me of, say, £2,750, for a period of six months.

You already hold for safe custody on my behalf £1000 Japanese 4½, £500 Consols Certs, and £2000 London and North Western Railway Stock—these I can deposit by way of security, and I presume that, at present prices, they would afford sufficient margin from the Bank's point of view.

You can rely on the loan being paid at maturity, as I am taking a partner into the business who will introduce some £5000 capital before the end of the present year.

Yours faithfully,

WALTER HOWARD.

289.—Letter asking Banker for Loan without Security.

London, 1st October, 19 . .

THE MANAGER,
LONDON AND SOUTH-EASTERN BANKING CO., LTD.,
BLACKFRIARS BRANCH.

Dear Sir,

In order to provide for the requirements of my Christmas trade, it will be necessary for me to find temporary additional capital. I shall therefore be glad if you can see your way to allow me to overdraw my account to the extent of £250, until 31st December, 19 . ., by which time the amount will be repaid.

The character of the a/c which I keep with you will, I hope, justify this accommodation without security, and I shall be glad to hear that the matter can be satisfactorily arranged.

Yours faithfully,

A. MARCHANT.

LIST OF ABBREVIATIONS USED IN COMMERCIAL CORRESPONDENCE

A

a.	anna (Indian coin).
@	at.
a. a. r., a. r.	against all risks (Insce.).
A. C. A.	Associate of the Institute of Chartered Accountants in England and Wales.
a/c, acct.	account.
A1.	the description of a First Class Ship in Lloyd's Register of Shipping.
ad lib.	at pleasure (Latin, *ad libitum*).
ads., advts.	advertisements.
ad val.	according to value (Latin, *ad valorem*).
agt.	against.
Agt.	Agent.
Al., Ala.	Alabama (U.S.A.).
Alas.	Alaska (N. America).
amt.	amount.
a.m	morning (Latin, *ante meridiem*).
Ans.	Answer.
a/o.	account of.
a/or	and or.
A. P.	Additional Premium (Insce.).
Arr.	Arrival.
Ark.	Arkanzas (U.S.A.).
Ariz.	Arizona (U.S.A.).
A/S.	Account Sales.
Asst.	Assistant.
avoir.	avoirdupois.

B

Bal.	Balance.
Bdl.	Bundle.
Beds.	Bedfordshire.
Berks.	Berkshire.
B/E.	Bill of Exchange.
B'ham.	Birmingham.
B. H. P.	Brake Horse Power.
Bk.	Bank ; brick.
bl.	bale.
B/L.	Bill of Lading.
B. O.	Branch Office ; Buyer's Option.
B. O. D.	Buyer's option to double.
Boro'.	Borough.
B. P.	Bills payable.
B. R.	Bills receivable.
brl.	barrel.
Br(s)., Bro(s).	Brother(s).
bt.	bought.
Bucks.	Buckinghamshire.
bush.	bushel.
Bx(s).	Box(es).

C

c.	cent, American coin ; centime, French coin ; centavo, Span. American coin ; copeck, Russian coin.

C. A.	Chartered Accountant.
Ca., Cal.	California (U.S.A.).
Cambs.	Cambridge(shire).
caps.	capital letters (printing).
Capt.	Captain.
C/B.	Cash Book.
C. C.	County Council; Continuation Clause (Insce.).
C. E.	Civil Engineer.
cent.	hundred.
cf., cp.	compare.
c. f.	cost and freight.
cg.	centigram.
Chqe., Chq.	Cheque.
C. H.	Custom House.
Cie.	Company (French *Compagnie*).
c. i. f.	cost, insurance and freight.
ck.	cask.
cm.	centimetre.
C/N.	Credit Note.
c/o.	care of.
Co.	County; Company.
C. O. D.	Cash on Delivery.
Com., Comm.	Commission.
Cont. B. & H.	Continent between Bordeaux and Hamburg (Insce.).
Cont. H. & H.	Continent between Havre and Hamburg (Insce.).
C. P. R.	Canadian Pacific Railway.
C. R.	Caledonian Railway.
Cr.	Credit; Creditor.
C. S.	Clerk to the Signet (Scotch); Civil Service; Court of Session.
c/s.	cases.
Ct.	Cement, Court.
C. T. L.	Constructive Total Loss (Insce.).
ctge.	cartage.
cum. div.	with dividend.
C. W. O.	Cash with Order.
cwt.	hundredweight.

D

d.	pence.
D/A.	Documents against acceptance.
Dak.	Dakota (U.S.A.).
Dbk.	Drawback.
D. C.	District of Columbia (U.S.A.). ; Detention Clause (Insce.).
D/C.	Deviation Clause (Insce.).
D/D.	Days after date.
Ddt.	Deduct (Surveying).
Deld.	Delivered.
De., Del.	Delaware (U.S.A.).
Dept.	Department.
Dft.	Draft.
Div.	Dividend.
Dis., Disct.	Discount.
D/N.	Debit Note.
D/O.	Delivery Order.
Do.	Ditto.
Dols.	Dollars (American coin).
Doz.	Dozen.
D/P.	Documents against payment.
D. R.	District Railway.
Dr.	Debtor; Doctor.
D/S.	Days after sight.
dwt.	pennyweight.
d/y, dely.	delivery.

E

E.	Eastern Postal District of London.
E. C.	East Central Postal District of London.
Ecua.	Ecuador (S. America).
E. E.	Errors excepted.
e. g.	for example.
Enclo(s).	Enclosure(s).
Ent. Stat. Hall.	Entered at Stationers' Hall.

E. & O. E.	Errors and omissions excepted.
etc.	and the rest (Latin, *et cetera*).
ex. cont.	from contract.
exd.	examined.
ex. div., e. d., x. div.	exclusive of dividend.
et seq.	and that which follows.
et sqq.	and the things following.

F

f. a. a.	free of all average.
f. a. q.	fair average quality.
f. a. s.	free alongside ship.
Fa., Fl., Fla.	Florida (U.S.A.).
F. C. A.	Fellow of the Institute of Chartered Accountants in England and Wales.
fcp., fcap.	foolscap.
F. C. & S.	Free of capture and seizure (Insce.).
F. D.	free docks.
Fr. E.	French ells.
F. G. A.	Foreign general average (Insce.).
fl.	florin (Austrian coin).
F. L. N.	Following Landing numbers (Insce.).
Fl. E.	Flemish ells.
F. O.	Foreign Office; For Orders (Insce.).
f. o. b.	free on board.
f. o. c.	free of charge.
f. o. r.	free on rail.
f. o. s.	free on steamer.
f. o. t.	free on truck.
fo., fol.	folio.
fr.	franc (French coin).
ft.	foot or feet.
f'wd.	forward.

G

Ga., Geo.	Georgia (U.S.A.).
G. A.	General Average (Insce.).
Gal(s)., Gall(s).	Gallon(s).
G. C. R.	Great Central Railway.
Gdns.	Gardens.
G. E. R.	Great Eastern Railway.
G. I. T.	Grooved for Iron Tongues (Timber).
Glam.	Glamorgan.
Glos.	Gloucestershire.
Gloster.	Gloucester.
gm.	gramme.
G. M. Q.	Good Merchantable Quality.
G. M. T.	Greenwich Mean Time.
G. N. R.	Great Northern Railway.
Goods.	Goods Train.
G. P. O.	General Post Office.
Govt.	Government.
gr.	grain.
grs.	gross; grains.
G. S. W. R.	Glasgow and South Western Railway.
G. W. R.	Great Western Railway.

H

Hants.	Hampshire.
H. B. C.	Hudson's Bay Company.
H. B. M.	His Britannic Majesty.
H. C.	Held covered (Insce.).
Herts.	Hertfordshire.
hf. cf.	half calf (binding).
hhd.	hogshead.
H. M. C.	His Majesty's Customs.
Ho.	House.
H. P.	Horse Power.
H. P. N.	Horse Power Nominal.
hr.	hour.
Hunts.	Huntingdonshire.

I

Ia., Io.	Iowa (U.S.A.).

Ida.	Idaho (U.S.A.).
Id.	the same (Latin, *idem*).
i. e.	that is (Latin, *id est*).
I. H. P.	Indicated Horse Power.
Ier	First (French, *premier*).
Ill.	Illinois (U.S.A.).
Ind.	Indiana (U.S.A.).
Ind. T.	Indian Territory (U.S.A.).
in.	inch.
Insce.	Insurance.
inst.	instant (*i. e.* the present month).
Int.	Interest.
Inv.	Invoice.
I. O. M.	Isle of Man.
I O U.	I owe you (*no full stop between letters*).
I. R. O.	Inland Revenue Office.
I. W.	Isle of Wight.

J

Jno.	John.
Jun., Junr., Jr.	Junior.
Junc.	Junction.

K

Kan., Kans.	Kansas (U.S.A.).
Ken., Ky.	Kentucky (U.S.A.).
kg., kilo., kilog.	kilogram.
kilom.	kilometre.
kl.	kilolitre.
kr.	kreutzer, Austrian coin; German coin; krone, Norwegian coin.

L

£	Pound(s).
Lancs.	Lancashire.
lb(s).	pound(s) (weight).
L. B. S. C. R.	London, Brighton and South Coast Railway.
l. c.	lower case (printing).
L/C.	Letter of Credit.
L. C.	Label Clause (Insce.).
L. C. D. R.	London, Chatham and Dover Railway.
Lincs.	Lincolnshire.
lit.	litre.
L. N. W. R.	London and North Western Railway.
L'pool.	Liverpool.
L. S. W. R.	London and South Western Railway.
L. S.	Place of the seal (Latin, *locus sigelli*).
Ltd., Ld.	Limited.
L. T. S. R.	London, Tilbury and Southend Railway.

M

m.	metre.
M.	Monsieur(French).
Ma. Minn.	Minnesota (U.S.A.).
Mass.	Massachusetts (U.S.A.).
max.	maximum.
M. C.	Metalling Clause (Insce.).
M/chtr.	Manchester.
Md.	Maryland(U.S.A.)
M/D.	Months after date.
Me.	Maine (U.S.A.); Maître (French barrister).
M. E.	Mining Engineer.
Mem., Memo.	Memorandum.
Mlle.	Mademoiselle (French).
Mme.	Madame (French).
Messrs.	Gentlemen; Sirs (French, *messieurs*).

mk(s).	mark(s) (German coin).
Miss., Mi.	Mississippi (U.S.A.).
Mich.	Michigan (U.S.A.)
Min.	Minimum.
MM.	Messieurs (French)
Mo., Mis.	Missouri (U.S.A.).
M. O.	Money Order.
M. O. O.	Money Order Office.
Mon., Mont.	Montana (U.S.A.).
Mon.	Monmouthshire.
mo.	month.
M. R.	Midland Railway.
Mr., Mrs.	Mister; Mistress.
M. S. L. R.	Manchester, Sheffield and Lincoln Railway.
M/S.	Months after sight.
MS(S).	Manuscript(s).
	N
N.	Northern Postal District of London.
N. A.	North America.
n/a.	No account (Banking).
Na., Neb.	Nebraska (U.S.A.)
N. B.	New Brunswick; North Britain (*i.e.* Scotland); Take Notice (Latin, *nota bene*).
N. B. R.	North British Railway.
N. C.	North Carolina (U.S.A.).
N. Dak.	North Dakota (U.S.A.).
N. E.	North Eastern Postal District of London.
N. E. R.	North Eastern Railway.
Nev.	Nevada (U.S.A.).
N. F.	Newfoundland.
N. H.	New Hampshire (U.S.A.).
N. J.	New Jersey (U.S.A.).
N. L. R.	North London Railway.
N. M., New M.	New Mexico (U.S.A.).
No.	Number.
Nom. Cap.	Nominal Capital.
Northants.	Northamptonshire.
Notts.	Nottinghamshire.
N. R.	No Risk (Insce.).
N. S.	Nova Scotia.
n/s.	Not Sufficient (Banking).
N. S. W.	New South Wales.
N. W.	North Western Postal District of London.
N. W. T.	North West Territories (Canada).
N. Y.	New York.
N. Z.	New Zealand.
	O
O.	Ohio (U.S.A.); order.
%	per cent.
0	per thousand; or per mille.
00	
o/d.	on demand.
O. H. M. S.	On His Majesty's Service.
O. K.	All Correct (illiterate spelling, *orl k'rect*).
Okla.	Oklahoma (U.S.A.).
O. M.	Old Measure Gallon (15 O. M. = 12 Imperial gallons).
On., Or., Ore.	Oregon (U.S.A.).
Ont.	Ontario.
On a/c.	On Account.
o/p.	out of print.
O. P.	Open Policy (Insce.).

O. R.	Owner's Risk.
Ord.	Ordinary.
O/S.	On Sale; out of stock.
O. S.	Old Style (*see* p. 118).
Oxon.	Oxfordshire.
oz.	ounce (weight).
	P
p.	page.
pp.	pages.
Pa., Penn.	Pennsylvania (U.S.A.).
Par(s),	Paragraph(s).
Passenger, Pass. Train.	Passenger Train.
P. A.	Particular Average (Insce.).
p. c.	post card; per cent.
Pd.	Paid.
P. E.	Plain edged (Timber).
per ann., p. a.	by the year (Latin, *per annum*).
per pro., p. pro., pp.	On behalf of (Latin, *per procurationem*).
P. E. I.	Prince Edward's Island (N. America).
Per Ptg. Std.	Per St. Petersburg Standard (Timber).
pf.	pfennig (German coin).
pk.	peck (measure).
pkg., pkge.	package.
P. L.	Partial Loss (Insce.).
P. & L.	Profit and Loss.
p.m.	afternoon or evening (Latin, *post meridiem*).
P. M.	Post Master.
P. M. G.	Post Master General.
P. N.	Promissory Note.
P. O.	Postal Order.
P. O. O.	Post Office Order.
P. O. D.	Pay on delivery.
P. & O.	Peninsular and Oriental Steam Navigation Company.
P. P. I.	Policy proof of Interest (Insce.).
P. P.	Parcel Post.
pr.	pair; price.
pro tem.	for the time being (Latin, *pro tempore*).
prox.	next month (Latin, *proximo*).
PS.	Postscript.
psta., pta.	peseta (Spanish and Peruvian coin).
P. T. O.	Please turn over.
pun.	puncheon (measure).
	Q
qr.	quarter; quire.
qt.	quart.
q. v.	which see (Latin, *quod vide*).
qy.	query.
	R
r.	rouble, Russian coin; rupee, Indian coin.
r/d.	refer to drawer (banking).
R. D. C.	Running down Clause (Insce.).
re	with reference to.
Recd.	Received.
Recpt.	Receipt.
Ref.	Reference.
Regd.	Registered.
Retd.	Returned.
R. I.	Rhode Island (U.S.A.); Re-insurance (Insce.).
rm.	ream.
R. M.	Royal Mail.
R. M. S.	Royal Mail Steamer.
R. N.	Royal Navy.
R. P.	Reply Paid.

R. S. V. P.	Please reply (French, *Répondez, s'il vous plait*).
Rly., Ry.	Railway.
	S
s.	shilling; sailing vessel; sou (French coin).
S.	Southern Postal District of London.
$.	Dollars (American coin).
S. A.	Subject to approval (Insce.); South Africa.
Salop.	Shropshire.
S. C.	South Carolina (U.S.A.).
s. caps., sm. caps.	Small capitals (printing).
Sch.	Schooner.
S. Dak.	South Dakota (U.S.A.).
Sec., Secy.	Secretary.
S. E. C. R.	South Eastern and Chatham Railway.
S. E.	South Eastern Postal District of London.
Sen., Senr.	Senior.
S. I.	Short Interest (Insce.).
S. L.	Salvage Loss (Insce.).
Sld.	Sailed.
S. O.	Seller's option.
S. O. D.	Seller's option to double.
sq.	square.
ss., s.s.	steamship.
S. S. C.	Solicitor to the Supreme Court (Scotch).
St.	Saint; Straits; Street.
Staffs.	Staffordshire.
Ster., Stg.	Sterling.
Stk.	Stock.
sup., super.	superficial.
	T
t.	ton (weight).
T/C.	Till Countermanded (Advertising).
Ten., Tenn.	Tennessee (U.S.A.).
Tex., Ts.	Texas (U.S.A.).
thl.	thaler (German coin).
T. & G.	Tongued and Grooved (Timber).
T. G. & B.	Tongued, Grooved and Beaded (Timber).
T. G. & Vjtd.	Tongued, Grooved and V-jointed (Timber).
T. L.	Total Loss(Insce.).
T. L. O.	Total Loss only (Insce.).
T. M. O.	Telegraph Money Order.
T. O.	Telegraph Office.
tr.	tare.
Tr.	Trustee.
T. T.	Telegraph Transfer.
	U
U. K.	United Kingdom.
U. K. & C.	United Kingdom and Continent (Insce.).
ult., ulto.	last month (Latin, *ultimo*).
U. S., U. S. A.	United States of America.
Ut.	Utah (U.S.A.).
	V
Va.	Virginia (U.S.A.).
viz.	namely.
vol.	volume.
V. P.	Vice President.
Vt.	Vermont (U.S.A.).

v. v.	vice versa (*e. g.* London to Bremen, v. v.) (Insce.).
	W
W.	Western Postal District of London.
W. C.	West Central Postal District of London.
Wd.	Warranted (*e. g.* Wd. F. C. & S.) (Insce.).
Whf.	Wharf.
W. I.	West Indies.
Wilts.	Wiltshire.
Wis.	Wisconsin (U.S.A.).
wk.	week.
W. O.	War Office.
W. O. B.	Washing overboard (Insce).
W.P.	Without prejudice (Insce.).
W. S.	Writer to the Signet (Scotch).
W.T.	Washington Territory (U.S.A.).
wt., wgt.	weight.
W. Va.	West Virginia (U.S.A.).
	X
xx	Retree (paper trade), *see* p. 92.
	Y
Y. A. R.	York Antwerp Rules (Insce.).
yd.	yard.
Yorks.	Yorkshire.
yr.	year.
#	number.
$	dollar or dollars.
′	foot (measure).
″	inches (measure).
∴	therefore.

THE MONTHS OF THE YEAR.

The correct way to abbreviate the months of the year is as follows—
Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.
May, June and July should not be abbreviated.

ABBREVIATIONS TO BE AVOIDED.

Besides the foregoing comprehensive list, one continually meets with other abbreviations, e.g. *cd.* for could, *shd.* for should, *yrs. fthly.* for yours faithfully, *yrs. try.* for yours truly, *Gents.* for Gentlemen, *Dr. Sir* for Dear Sir and the like, but these should be avoided by the student, especially the vulgar *Gents.*, which no self-respecting clerk should on any account use.

SOME FOREIGN WORDS AND PHRASES USED IN COMMERCE.

French.

à compte—on account (*i. e.* in part payment).
argent comptant—ready money.
chemin de fer—railway.
compte rendu—account rendered.
édition de luxe—an expensive edition.
grande vitesse—fast goods train.
lettre de change—bill of exchange.
lettre de créance—Letter of Credit.
petite vitesse—ordinary goods train.
poste restante—to be left at the Post Office till called for.
Rentes—French Government Stock.
résumé—a summary.
sans frais—without expense.

Latin.

ad infinitum—to infinity.
ad valorem—according to the value.
Anglice—in English.
de jure—by right.
de facto—actually.
dies non—a day on which the judges do not sit.
ex parte—from one point of view.
ex toto[1]—absolutely.
in extenso—at full length.
in re—in the matter of.
in situ—in its original position.
inter alia—among other things
in toto[1]—on the whole.
locus standi—no standing-place (*i. e.* no right to interfere).
pari passu—at an equal rate; on the same footing.
per—by; by means of.
per annum—by the year.
per capita—by the head.
per centum—by the hundred.
per diem—by the day.
prima facie—on first consideration.
pro forma—as a matter of form.
pro rata—at the same rate.
re—in the matter of.
sine die—without (naming) a day.
stet—let it remain (printing).
sub judice—under consideration.
ultra vires—beyond legal powers.
vice versa—the reverse.

[1] In almost every instance these two expressions, *ex toto* and *in toto*, are used in a wrong sense. If one person differs *absolutely* from another upon a particular subject, he differs *ex toto;* if, however, he only *partially* differs with that person upon that particular subject, he differs *in toto*.

EXPLANATION OF COMMERCIAL TERMS

THE student who desires further information on the important subject of "Commercial Law," with which the major part of these definitions deals, is recommended to read carefully through *The Elements of Commercial Law*, by H. W. Disney, B.A. Oxon., Barrister-at-Law, and Lecturer in Commercial Law at the London School of Economics (London University)—a work to which the author of this book is greatly indebted. The subject of Finance and Investment is fully treated in *A Plain Guide to Investment and Finance*, by T. E. Young, B.A., F.R.A.S., Past President of the Institute of Actuaries. This, too, the student should consult for full information regarding The Stock Exchange, Bank of England, etc., etc.

ABANDONMENT.—The relinquishment of damaged property to the insurers (see *Insurance*, p. 253) preparatory to a claim for total loss by the insured.

ACCEPTANCE, Etc.—See *Negotiable Instrument*, p. 261.

ACCEPTOR.—See ditto p. 260.

ACCOMMODATION.—See ditto p. 266.

ACCOUNT.—A statement setting forth the commercial transactions between firm and firm, differing from an **invoice**, inasmuch as an invoice gives a particular transaction in detail, whereas the account gives one or a number of such transactions by date and total

only (see examples at end of book). Accounts are usually rendered monthly or quarterly, but six-monthly or even yearly accounts are still common, though commercial practice is setting against such extended credit. It is usual to allow a **discount** (see p. 247) at the time of paying the account, provided the terms of settlement have been complied with. Such discount is termed a **settlement discount.** When the account is not regularly made up, rendered, and settled in this way, it is termed a **running account**, or **account current** (see example at end of book). Such an account is balanced at particular intervals, and interest either charged or allowed according as the balance is a debit or credit balance (see *Credit*, p. 245). When goods have not definitely been bought, but have been sent on consignment (see *Consign*, p. 244), *i.e.* subject to the consignee effecting sale of the goods, the consignee renders what is known as an **account sales**, wherein on the credit side appear the gross proceeds of sale, and on the debit side out-of-pocket expenses for Freight, Cartage, Wharfage, Insurance, Interest, etc., and the consignee's commission (see p. 243). The balance, *i. e.* the difference between the two sides of the account, is the net proceeds, and a cheque or draft in settlement usually accompanies the account sales. Any authorised deduction from an account other than the settlement discount is termed an **allowance.** A **prompt** settlement is a settlement made within the time appointed for settlement, thus the phrase "$2\frac{1}{2}\%$ 1 month prompt" means that a discount of $2\frac{1}{2}$ per cent. will be allowed from the statement or invoice, if paid within one month of rendering it.

ADMINISTRATION ORDER.—See *Bankruptcy*, p. 240.

INVOICE.

TELEPHONE No. 5631. AVENUE.

4. Adam Street. Adelphi.
London. W.C. 2nd Dec. 1908

Messrs J. Thompson & Co.
24 High St, Ayr. N.B.

Bought of Henry Spindler & Co.

Terms 2½% 1 Mth. CHEQUES TO BE CROSSED PRESCOTT, DIMSDALE & Co.
INTEREST AT 5 PER CENT CHARGED FROM THE EXPIRATION OF PROMPT.

Order No.	½ gross	Hair pin boxes	052957	75/- per	1	17 6
2361B	½ -	Trinket boxes	d.	108/-	2	14 0
	3 Doz	Handkerchief boxes		15/-	2	5 0
	½ -	Glove boxes		18/-		9 0
	½ -	Collar boxes		18/-		9 0
			Case			2 6
					£7	7 -

Per Carron Co. Carriage paid.

RECEIPTED A/C.

4. Adam Street. Adelphi.
London 31st December 1908.

Messrs Forward & Wellsford, W.C.
Cardiff

To Henry Spindler & Co.

CHEQUES TO BE CROSSED THE UNION OF LONDON & SMITHS BANK LTD.

1908.

Oct. 5	To Goods	12	8	10
" 7	"	7	5	6
" 24	"	8	7	1
Nov 18	"	3	10	.
Dec. 12	"	15	6	.
" 20	"	1	10	.
" 23	"	5	8	.
" 30	"	3	2	6
		£ 56	17	11
Nov 18	Cr overcharge on 6 Dz Handkerchief Bxs @ 3d per Bx		1	6
		£ 56	16	5
	Rec'd Cheque 5%	2	16	10
	£25	53	19	7

Spindler & Co.
Ackd.
15/1/09.

ADVANCE.—(1) Money paid before it is due. Thus, a merchant who has lodged bills to the extent of, say, £505, with a bank for collection, would, if the security offered by the bills were approved, be able, under interest, to draw in advance of collection to the extent of two-thirds of the face value of the bills, *i. e.* £340. (2) An increase in the quotation for any particular commodity, *e. g.* Silver *advanced* $\frac{1}{8}d.$

ADVICE.—When one merchant draws a bill of exchange upon another, he advises the firm upon whom he has drawn that he has done so. The letter setting forth the facts is called an *advice*. Similarly, an advice is sent of the dispatch of parcels, shipment of goods, changes in price, in address, in the constitution of a firm, and any other matters that concern the customers of a firm.

AGENT.—An agent is a *person employed to act for another*. The person for whom he acts is called the **Principal.** An agent may be appointed without any formality, but he cannot execute any **deed** for his principal unless he is specially empowered so to do by a **power of attorney** (see p. 237). An agent may be either (1) a *special* agent or (2) a *general* agent. A special agent is appointed to act in a special capacity outside his ordinary business or profession. Examples of a *general* agent are Stock Broker, Bill Broker, Auctioneer, Estate Agent, etc., acting within the scope of their profession. A **Mercantile Agent** is one to whom authority is given to sell, buy, or consign goods for sale, or to raise money on the security of goods. A **Factor** is a mercantile agent to whom goods are entrusted for sale on behalf of the owner. He is paid a commission on the price he obtains

for the goods, hence he is sometimes called a **Commission Agent.** As a rule a factor sells in his own name, and frequently on his own account. A **Broker** is an agent who buys and sells for a principal on commission, distinguished from a factor in that he does not have actual possession of the goods, and does not sell on his own account. If he buy and sell goods he is a mercantile agent. There are many different kinds of brokers, *e. g.* Insurance Broker, who acts in conjunction with the Underwriters (see p. 278) at Lloyds; Bill Broker, who negotiates Bills and Promissory Notes; Cotton Broker, operating in cotton; Wool Broker, in wool, etc. Brokers usually meet and transact business on the various exchanges, such as the Baltic, Royal Exchange, Wool Exchange, Corn Exchange, Coal Exchange, etc. A broker's commission is sometimes termed **brokerage.** An **Auctioneer** is a person authorised to sell property on commission at a public auction.

Sometimes, in exchange for a higher commission than usual, an agent undertakes that his principal shall receive the price of all goods sold, and thus makes himself liable for the debts of the persons who buy from him. Such an agent is called a **Del Credere Agent.** Any person (*e. g.* a factor, a warehouseman, a carrier) to whom an owner entrusts goods for any purpose is termed a **Bailee.**

ALLONGE.—See *Negotiable Instrument*, p. 267.

ANTE-DATE.—To date a document prior to the date on which it was drawn up. If the document is dated subsequent to the date on which it was drawn up, then it is termed **post-dated.** A person owing a sum of money, and not able to pay on the due date, sometimes gives a cheque post-dated to a time when he

will be able to put his banker in possession of the funds to meet it.

ARBITRATION.—A method by which, in the event of two or more parties disagreeing, the points in dispute are submitted to the arbitrament of a third independent party, by whose judgment the contending parties agree to be bound. The decision of the **Arbitrator** is called the **award. Arbitration of Exchange** is the fixing of the ratio of exchange (see *Par*, p. 272) between one country and another, so as to determine the equivalents of value between the currencies of the two countries.

ARTICLES OF ASSOCIATION.—See *Joint Stock Company*, p. 255.

ASSETS.—The stock-in-trade and property of a person, company (see p. 255), or partnership (see p. 272). The debts or sums of money for which a person, company, or partnership are responsible, are termed the **Liabilities**. When the assets exceed the liabilities a firm is said to be **solvent**, when the liabilities exceed the assets, **insolvent**.

ASSIGNEE.—See *Bankruptcy*, p. 240.

ASSURED.—See *Insured*, p. 251.

ASSURANCE.—See *Insurance*, p. 250.

ATTORNEY, POWER OF.—A deed appointing an agent, by which the agent is empowered to execute a deed for and on behalf of his principal (see *Agent*, p. 235).

AUCTIONEER.—See *Agent*, p. 236.

AVERAGE.—A term used in Marine Insurance. Average may be, (1) **General** average; (2) **Particular** average. Whenever it happens that, in order to avert danger threatening a ship and its cargo, extraordinary sacrifices have to be made, *e. g.* cutting away masts in a storm, flooding the hold to extinguish a fire,

jettisoning (see p. 254) cargo to lighten a ship in distress, etc., then the owners of the ship, the owners of the cargo, and the persons entitled to the freight earned by carrying the cargo, all contribute to make good that loss, for it is clear that the loss is incurred for the benefit of all. Each person contributes *pro rata* according to the value of his interest in the ship, freight, or cargo, and such a contribution is termed a **General Average.** When, however, a loss is sustained affecting a particular interest, as, *e.g.* accidental damage to goods by sea-water, loss of an anchor, etc., then the loss must be borne by the particular person interested, and is termed **Particular Average.** The adjustment of average is made by the Insurance Brokers in accordance with a set of rules known as the York-Antwerp Rules.

AVERAGE DUE DATE.—On the 1st of June a merchant owes bills as follows—

£120 due July 1.
£200 „ Aug. 15.
£180 „ Sept. 16.

He desires to settle all the bills by one payment at one time. When should he make the payment so that neither he nor his creditor suffers any inequality in respect of interest? Find the number of days between the 1st of June and the date when each bill respectively falls due = 31, 76, 108. Multiply the number of days before the first bill is due by its amount, and deal similarly with the other bills $= 120 \times 31 + 200 \times 76 + 180 \times 108 = 38{,}360$. Divide the total by the sum of the bills = £500. Hence the average or **Equated Time** from the 1st of June, when the bills could fairly be paid by one sum of £500, is about $76\frac{3}{4}$ days, which gives the 16th of August as the average due date. This rule only applies where

compound interest is involved, and when all the bills are due to one creditor.

BANKRUPTCY.—A person who has not sufficient assets to meet his liabilities is said to be insolvent. The creditors of such a person, or any one, or combination of them whose claim exceeds £50, may, consequent upon an **Act of Bankruptcy** by the debtor, present a petition to the court to make him a bankrupt, or the insolvent person may present it himself. If the petition be granted the court makes what is known as a **receiving order**, by which all the property of the debtor is placed under the control of an official of the Board of Trade called an **Official Receiver**, pending a decision as to how it can best be utilised for the benefit of the creditors. The Official Receiver investigates the debtor's affairs and arranges for *Meetings of Creditors*. Usually the outcome of these meetings is the acceptance by the creditors of a *pro rata* payment of so much in the £, termed a **Composition** (see p. 243). Should the composition proposed by the debtor not be accepted he is adjudicated a bankrupt, and all his property passes into the hands of an official known as a **Trustee in Bankruptcy**, to be divided *pro rata* amongst the creditors. Some creditors must be paid in full before other creditors are paid anything; *e.g.* creditors for wages, rates and taxes, etc. These are known as **Preferential** creditors. Other creditors may hold Mortgages or Liens on the property of the debtor as full security for their debts. These are termed **Fully secured** creditors. Still others are known as **Partially secured** creditors. A bankrupt who has made a successful application to the court for his discharge after his property has been applied for the benefit of his creditors is known as a **Dis-**

charged Bankrupt and can resume the business of a trader. But in cases where the debtor is shown to have committed a criminal act, *e.g.* destroyed his books, falsified his accounts, or concealed his property, his discharge is refused, and he is known as an **Undischarged Bankrupt**. An undischarged bankrupt suffers many disabilities, the chief of which is that he cannot, without incurring the risk of imprisonment, obtain goods on credit from any person to a greater extent than £20, without informing the person that he is an undischarged bankrupt. When it is shown that a bankrupt has been guilty of grossly extravagant living, or of reckless trading, the court *suspends* his discharge for a period of not less than two years. Sometimes, however, an insolvent debtor makes a private arrangement with his creditors and assigns or conveys his property by deed to a trustee called an **Assignee** for the benefit of his creditors generally. Such a deed is called a **Deed of Arrangement**, but, to be valid, it must only be drawn up by consent of all the creditors, for any one of them who refuses to be a party to it can upset such an arrangement, unless the other creditors who are parties to it settle his claim. In the case of small estates of a less value than £300 a briefer method than that already described is adopted—such estates being summarily administered by the Official Receiver. If the estate be under £50 the Court makes an **administration order** compelling the Debtor to discharge his debts by periodical instalments out of future earnings. A business that has passed into the hands of the Official Receiver or an Assignee is said to be in **Liquidation**.

BARRATRY.—Any unlawful act committed by the master or crew of a vessel contrary to their duty to the owners of the vessel, by which the owners suffer injury or loss. Sailing in violation of an **embargo** (see p. 248), sailing without paying dock or harbour dues, and attempting a smuggling expedition are acts of barratry.

BILL OF EXCHANGE.—See *Negotiable Instrument*, p. 260.

BILL OF LADING.—An acknowledgment given by a shipowner or shipping agent as a receipt for goods entrusted to him for transportation, setting forth the terms on which such goods are accepted for transportation. It must be stamped with a 6*d.* stamp. Bills of Lading vary in form for different owners and trades, but a usual form will be found amongst the commercial documents included in this book. A Bill of Lading is what is known as a **Document of Title**, and its possession establishes a right to the goods. It has, therefore, many of the qualities of a negotiable instrument (see p. 259). Bills of Lading are usually made out in sets of three, one being retained by the master of the ship, one by the shipper of the goods, and one forwarded by mail to the consignee.

BILL OF SALE.—A Bill of Sale is a mortgage (see p. 259) of goods given as security for a loan.

BILLS PAYABLE
BILLS RECEIVABLE } See *Negotiable Instrument*, p. 268.

BLANK CHEQUE.—See *ditto*, p. 270.

BOND.—(1) A document given under seal by which one person binds himself to pay to another person a sum of money within a specified time; (2) a debt-certificate bearing interest, issued by Corporations, Municipalities, or Governments. Persons owning such

certificates are termed **Bond Holders**; (3) Dutiable goods stored in warehouses pending payment of the duty are said to be **In Bond**, and such warehouses are termed **Bonded warehouses.**

BOTTOMRY.—According to Blackstone "Bottomry is in the nature of a mortgage of a ship." It is a contract by which the owner or the master of a vessel, if in a foreign port, can borrow money at interest to enable him to proceed on his voyage, mortgaging the vessel as security, but without liability in respect of the loan, if the vessel be lost. If the security given for the loan be the *cargo* instead of the *vessel* the transaction is termed **Respondentia.** Telegraphic facilities have practically abolished these transactions, and they are now only of historical interest.

BOUGHT NOTE.—A formal document sent by a broker to his client, or an agent to his customer, in which is set forth particulars of goods bought to client's or customer's order. Similarly goods sold are recorded in a **Sold** note.

BROKER
BROKERAGE } See *Agent*, p. 236.

BULLION.—See *Specie*, p. 276.

CAPITAL, NOMINAL, SUBSCRIBED, etc.—See *Joint Stock Company*, p. 257.

CAPTAIN'S PROTEST is the sworn declaration made by the master of a vessel setting forth the cause of and circumstances attending any damage to the vessel or cargo.

CERTIFICATE OF INCORPORATION.—See *Joint Stock Company*, p. 255.

CHARTER, to.—To hire out or lease a ship or part of a ship for a particular voyage or purpose. The agreement between the Lessor and the Lessee setting forth the terms of the contract is termed a **Charter** Party.

BOUGHT NOTE.

TEL ADDRESS "NORRASICO, LONDON"
TEL NO. CENTRAL 15015.
CODES A.B.C. 5TH ED. & LIEBER'S.

79½, GRACECHURCH STREET.
LONDON, E.C.

18th September 1908

J. A. KING Contract No. 399

We have this day Bought for you of *our Principals (as per their Contract in our possession.)*

5 (Five) Tons Tin of G.M.Q.	@	£	
Straits and/or Australian	@	£	
in Seller's Option	@ £122 per ton	£	610, 0, 0
	@	£	

E & O. E.

Contract Stamp.

Commission. ¼%

To Messrs Thorogood & Co.,
12 Mincing Lane, E.C.

For Settlement 18/12/08

J. A. King

SOLD NOTE.

TEL ADDRESS "NORRABICO LONDON"
TEL NO. CENTRAL 15015.
CODES A.B.C. 5TH ED. & LIEBER'S.

179½, GRACECHURCH STREET.
LONDON, E.C.

20th September 1908.

J. A. KING Contract No. 408

We have this day Sold for *you* to *our Principals (as per their Contract in our possession.)*

10 (Ten) Tons Tin of G.M.O. @ £
Straits and/or Australian @ £
in Sellers Option @ £126 per ton £ 1260. 0. 0.
(a margin of £5 per ton to be maintained) @ £

E & O. E.

To H. Bell Esqre,
15 Eastcheap, E.C.

Contract Stamp.
Commission. 3/8 %

For Settlement 20/12/08

J. A. King.

Charter parties, so called because originally they were divided, each side retaining half, vary considerably in form, but a usual form will be found amongst the commercial documents in this book. The expression "**Lay Days**" and the word "**demurrage**" used in the charter party mean respectively, the days allowed to the charterer for lading and unlading the ship, and either the money to be paid in respect of delay in port beyond the stipulated Lay Days, or the delay itself. A charter party is stamped with a 6*d.* stamp, and it may either be a *Time* Charter, *i. e.* a charter for a specified time, or a *Voyage* Charter, *i. e.* a charter for a specified voyage or voyages.

CHEQUE.—See *Negotiable Instrument*, p. 269.

CLEAR, to.—To remove obstructions, hence in shipping to pay all dock dues and fulfil the necessary formalities to enable a ship to leave any particular port; (2) to pay customs dues in order to release goods from bond (see p. 242).

CLIENT.—A term properly applied to a person in whose interests a lawyer acts, but now loosely used to designate the customers of a business house.

COASTING TRADE.—That maritime trade transacted between port and port in the same country.

COLLECTION.—Bills of Exchange, etc., sent to a bank to be presented for acceptance, or for payment, are termed *Bills, etc., for collection.*

COMMISSION.—(1) The percentage on the sales retained by an agent for his services; (2) an item of business entrusted to another, *e. g.* a commission to buy cotton, sell pictures, etc. (See also *Agent*, p. 235).

COMPOSITION.—Assuming a trader's assets to realise £500 and his liabilities to total £1000, it is clear that for every £ he owes he can only pay 10*s.* If, then, he make an arrangement with his creditors to pay

them 10*s.* in the £ in full settlement of his debts, he is said to pay a *composition* of 10*s.* in the £. See *Bankruptcy*, p. 239.

COMPROMISE.—An adjustment by mutual concessions of a point or points in dispute between contending parties.

CONFIRM.—To confirm an order given verbally, or by telegram, is to reduce the terms of it to writing, and forward the written particulars to the person to whom the verbal or telegraphic order was given.

CONSIGN, to.—To forward goods to an agent for sale. The shipment or goods forwarded is the **Consignment**, the agent to whom the goods are sent the **Consignee.**

CONTRACT.—A contract is an agreement enforceable at law. There are two kinds of contracts: *contracts by deed* and *simple contracts*, i. e. contracts not made by deed. Thus, a contract contained in a formal memorandum of agreement not under seal, a contract made by correspondence, by spoken words, or merely inferred from the conduct of the parties, are all simple contracts. The two necessary elements of a simple contract are (1) *a promise*, (2) *consideration for the promise.* Thus if A agree to buy goods from B for £80, A promises to pay the price of £80 in consideration of the benefit accruing to him from possession of the goods, and B promises to sell the goods in consideration of the £80 he gets for them. In the case of contracts by deed, a promise (in a deed called a **covenant**) is binding without consideration.

COST, INSURANCE AND FREIGHT.—Merchants, when quoting for goods, frequently make a price to include freight and the cost of insurance to the place or port of destination. Such a quotation is indicated by the contraction C.I.F. Other quotations include loading on the railway truck indicated by the abbreviation,

F.O.T = Free on Truck, or F.O.R. = Free on Rail; or including all charges till the goods are aboard the steamer, F.O.B. = Free on Board, or F.O.S. = Free on Steamer.

When a quotation is made F.A.S. = Free alongside Ship, it means that the *seller* pays all charges till the goods reach the ship's side—the cost of putting the goods aboard being charged to the *buyer*. **Ex quay** means that the *buyer* is responsible for all charges incurred *after* the goods are landed on the quay. **Ex ship** means that the *buyer* is responsible for all expenses *after* the goods have been removed from the ship; **Ex warehouse,** that the *buyer* is responsible *after* the goods have left the warehouse. **Franco,** or **Free,** means that the price quoted includes all charges to the door of the *buyer*, A quotation **At station** signifies that the *seller* will make free delivery to the Railway station nearest his (the seller's) end, but all costs of carriage by the Railway will be paid by the *buyer*.

COUPON.—An interest certificate. Bonds issued for a term of years bear a number of these certificates, which are cut from the bonds as the certificates fall due, and paid into the bank, like cheques, for collection.

COVER is a term used to denote security, especially in connection with brokerage transactions.

CREDIT.—(1) The degree of confidence reposed in a person or firm as to his or their disposition and ability to discharge financial obligations. (2) In book-keeping, that side of an account, the right-hand side of the ledger, on which is recorded all items received, whether by way of cash, discounts or allowances. The left-hand side of the ledger is called the debit side, and all items paid out are there

recorded. A *debit balance* is a balance against, *a credit balance*, one in favour of a customer. In the first instance the customer is a *debtor* to, in the second a *creditor* of the firm. A **Letter of Credit** is a commercial document issued by a banker or business house, authorising the bearer, on producing evidence of identity, to draw money, or obtain goods from other bankers or merchants on the credit of the person or firm issuing the document. Inasmuch, however, as banking facilities are now so extensive in almost every country of the world, Letters of Credit have fallen into disuse. But banks frequently issue against deposits what are known as *Circular Letters of Credit*, these usually being made out on printed forms, and addressed to branches and correspondents of the Bank issuing them.

CUSTOMS.—See *Duty*, p. 248.

CUSTOMS DEBENTURE.—See *Debenture*, p. 246.

DAYS OF GRACE.—See *Negotiable Instrument*, p. 262.

DEBENTURE.—(1) A bond in the nature of a mortgage given as an acknowledgment and security for debt, the interest payable on which is secured by some definite fund or source of income. Debentures are usually issued by Limited Liability Companies for the purpose of raising further capital. A **Customs Debenture** is a certificate establishing a manufacturer's or trader's title to repayment of duty, called **Drawback**, in respect of imported goods that have been re-exported.

DEBIT.—See *Credit*, p. 246.

DEED OF ARRANGEMENT.—See *Bankruptcy*, p. 240.

DEL CREDERE AGENT.—See *Agent*, p. 236.

DEMURRAGE.—See *Charter-party*, p. 243.

DEPOSIT.—Money or valuables placed in a bank, or with a person, for safe custody. When money is placed

with a bank on **deposit**, in distinction to being placed to the credit of the ordinary **drawing** or *current account* it earns interest at the bank's rate.

DIRECTOR.—See *Joint Stock Company*, p. 256.

DISCOUNT.—(1) A reduction from the gross value of goods made by the seller to the purchaser. The resulting value is the **net** value. (2) A deduction made from a statement of account in consideration of payment within the specified limits of settlement, then called a *cash* discount; or from the list value of goods invoiced, then called a *trade* discount. (3) A charge in the nature of interest made in respect of money advanced upon bills, etc., due at a future date. The **Discounter**, a banker or bill broker, is the buyer, his customer the seller of the bill.

DISSOLUTION.—When a partnership is brought to an end there is said to be a *dissolution of partnership.*

DIVIDEND.—(1) The profits divided amongst the shareholders in a Public Company, calculated at so much per cent. on the capital invested. The percentage is greater or less, according to the amount of the net profits earned by the company. Sometimes money is invested at a definite rate of dividend to be paid before all other dividends. It is then called a **Preference** dividend. A Preference dividend may be **Cumulative,** *i. e.* if, in any year, there is insufficient net profit to pay this dividend the arrears are carried forward, and remain a charge which must be paid out of the first available profits. There is also a **Deferred** dividend, *i. e.* payable only after other dividends have been paid. (See *Joint Stock Company*, p. 256). When a dividend is declared prior to the making up of the balance sheet such a dividend is called an **Interim** dividend. (2) The *pro rata* sum

distributed by a bankrupt amongst his creditors: *e.g.* a dividend of 7/6 in the £.

DOCK WARRANT is a receipt for goods deposited in a bonded warehouse, and when indorsed and presented becomes an authority for their removal. A Dock Warrant contains all necessary particulars of identification, such as the date of entry, name of owner, numbers of the cases, etc.

DOCUMENTARY BILL.—See *Negotiable Instrument*, p. 268.

DOCUMENT OF TITLE.—See *Bill of Lading*, p. 241.

DOMICILE.—The place where a Bill of Exchange is payable. Thus a Bill made payable at Lloyd's Bank, Birmingham, is domiciled at Lloyd's Bank, Birmingham.

DRAFT (1) is a deduction beyond the usual tare made upon certain kinds of exported goods, to allow for a possible shortage from sample-taking. (2) A Bill of exchange.

DRAW, to.—To *draw* a bill or cheque is to fill in the required particulars preparatory to signature.

DRAWBACK.—Money paid to the government in respect of duty on imported goods and refunded because the goods are re-exported.

DRAWER
DRAWEE } See *Negotiable Instrument*, p. 260.

DUNNAGE.—Battens used in stowing heavy cargo to prevent shifting.

DUTY.—A tax levied upon certain goods imported from abroad: *e.g.* Tobacco, Wines and Spirits, etc. This duty is called **Customs** duty. **Excise** is a tax levied on dutiable goods manufactured at home: *e.g.* Beer, Whisky, etc.

EMBARGO.—Prohibition by Public Authority, forbidding ships or goods from leaving any port in a country

for any foreign port, usually put in force in time of war.

ENDORSE
ENDORSEMENT } See *indorse, indorsement*, under *Negotiable Instrument*, p. 261.

ENTRY.—To make an entry is to credit or debit an item to a customer in the books of account. **Port of Entry**, the port where exported goods are to be unloaded: *e.g.* New York is a Port of Entry for the U.S. In countries where a protective tariff is in force, imported goods must be landed at specified ports where revenue officers are stationed, and there exists the necessary machinery for assessing the amount of the duty.

EX QUAY, Etc.—See *Cost, Insurance and Freight*, p. 245.

EXCHANGE.—See *Par*, p. 271.

EXCISE.—See *Duty*, p. 248.

EX DIV., CUM. DIV.—See *Transfer*, p. 277.

FACTOR.—See *Agent*, p. 235.

FAVOUR.—To draw a bill or cheque for the benefit of any one is to draw in that person's *favour*. A letter is usually termed a favour: e.g. *Your favour of the 19th inst. is to hand, etc.*

FIRST OF EXCHANGE.—See *Negotiable Instrument*, p. 264.

FLOATING POLICY.—See *Insurance*, p. 252.

FLOTSAM.—See *Jettison*, p. 255.

FOREIGN BILL.—See *Negotiable Instrument*, p. 262, 264.

FRANCO or FREE.—See *Cost, Insurance and Freight*, p. 245.

FREE OF AVERAGE, Etc., Etc.—See *Insurance*, p. 254.

FREE ON BOARD, Etc., Etc.—See *Cost, Insurance and Freight*, p. 245.

FREIGHT.—The money payable for the carriage of goods

in a ship is termed the *freight;* the goods themselves the *cargo;* but sometimes the cargo is also termed the freight—a synonymous use of the word likely to cause confusion.

FUTURES.—See *Spot*, p. 276.

GARBLE.—Garbled goods are goods that have been sorted and from which the coarse parts have been removed.

GENERAL AVERAGE.—See *Average*, p. 237.

GROSS.—See *Net*, p. 271.

HOLDER IN DUE COURSE and FOR VALUE.—See *Negotiable Instrument*, p. 265.

HONOUR, to.—To honour a cheque is to pay it. To honour a bill is to accept it when presented for acceptance, and to pay it at maturity. See *Negotiable Instrument*, p. 263.

HYPOTHECATE.—To give a lien (see p. 257) on movable property as security for debt, but without handing over possession of the property. The formal document by which this is done is termed a **Letter of Hypothecation.**

IN CASE OF NEED.—See *Negotiable Instrument*, p. 265.

INDENT.—An order for goods.

INDORSE, INDORSEMENT.—See *Negotiable Instrument*, p. 261.

INLAND BILL.—See *Negotiable Instrument*, p. 262.

INSOLVENT.—See *Assets*, p. 237, also *Bankruptcy*, p. 239.

INSTRUMENT.—A document in legal form recording the terms of a contract, deed, or grant, or certifying to a claim.

INSURANCE.—The system by which, in consideration of the payment of a sum of money termed the **Premium** (the amount of which is determined by the nature of the risk), losses arising to the payer

of the premium in respect of the risk are made good. The receiver of the premium is termed the **Insurer**, the payer of the premium the **Insured**. Insurance business is usually transacted by large Companies, or by individuals associated together for that particular purpose. It is divided into different categories, according as the risk appertains to Life, Fire, Marine, Accident, etc., but there are few risks that cannot be covered in this way. For example, one can insure against Bad Debts, the decease of a partner, the dishonesty of an employee, or the loss of profits through fire. Insurance, especially in relation to Life, is frequently referred to as **Assurance**.

Fire Insurance.—The Joint Stock Companies, who mainly control this class of Insurance, are divided into two classes, (*a*) Tariff offices, (*b*) non-Tariff offices. The "Fire Offices Committee" control the tariff offices, but the non-tariff offices do not recognise its rules. The first step to be taken after having selected a Company is to send to the office of the Company what is known as a **Proposal**, giving full particulars of the buildings and stock to be insured. A **Surveyor** usually inspects the buildings on behalf of the Company, and if the proposal be accepted a rate is quoted. The rate or premium being paid, the Company issues to the insured a **cover** note covering the risk between acceptance of the proposal and the signing and delivery of the **Policy** or contract setting forth the conditions on which the risk is insured against. Only *actual* losses can be recovered under a Fire policy, and only the full amount of those losses, provided the property was initially fully insured. Thus, if stock to the value of £5000 were insured for only £2500, and fire destroyed part of that stock to the

extent of £500, then the Company would only pay £250, because the stock in the first instance was only half-insured. The premium on a Fire Insurance policy is payable annually in advance.

Marine Insurance.—The owner of a general or unchartered (see *Charter-party*, p. 242) ship is a common carrier and therefore liable for loss or damage to the goods he carries. But he is so well protected by the Bill of Lading (see p. 241) that it is but rarely that he can be made responsible for loss or damage. Shippers themselves, therefore, invariably insure their goods. This is done by making out particulars of the goods to be insured and forwarding the particulars to an Insurance broker (see p. 236). The broker enters these particulars on a form called the **Slip,** and the **Underwriter** (see p. 278) or insurer accepts the liability by initialling the slip. The broker then proceeds to make out the policy, which must be signed by or on behalf of the underwriter. The premium is payable to the broker, but the underwriter is responsible for all claims admitted under the policy. The ordinary policy is known as a **Named Policy,** *i. e.* the name of the vessel in which the goods are carried is stated in the Policy. In the case of merchants, however, who do an extensive shipping business it is usual to take out what is known as a **Floating Policy.** Such a policy, say for £20,000, is underwritten, not by one but by many underwriters, each of whom is liable only for the amount he has underwritten. The value of the different shipments is declared by the shipper as made, and written off the policy till the total value of the shipments is the face value of the policy, when the policy is cancelled and handed to the insured, and

a fresh one taken out (see p. 186–188). To prevent fraud a person can only effect Insurance provided he has an interest in the goods insured. This interest is termed an **Insurable Interest.** At the time of writing much is being said of a form of Marine Policy known as the P.P.I. policy = Policy proof of Interest—the possession of which is considered sufficient evidence of an Insurable interest. Such policies encourage gambling in unseaworthy vessels, and are widely and justly condemned. An **Open Policy** does not state the value of the goods insured—compensation in case of Loss being a matter for assessment. A **Valued Policy** does state the value of the goods insured. A **Voyage Policy** is a policy insuring goods for a particular voyage. A **Time Policy** insures for a specified period of time. A **Mixed Policy** is one in which both the voyage and the time are stated. A loss may be **Total Loss** or **Partial Loss.** For a total loss the insured can recover the whole sum insured. A total loss is **absolute** when the goods are entirely destroyed, or cease to be of the kind insured. Where the property is abandoned (see *Abandonment*, p. 233) because a total loss appears to be unavoidable, or because the expense of recovery would exceed the original worth of the goods, there is what is known as a **Constructive Total Loss.** When an underwriter, having insured against a risk, himself insures against the risk, there is said to take place a **Re-Insurance.** Underwriters, like Fire and Life Companies, fix what is known as the **Limit of Risk**—the average for underwriters being £300—beyond which they will not, on any single risk, assume liability; and though they may insure beyond the limit, they re-insure with other Underwriters or Companies to cover the

extent of the excess. Sometimes a shipper takes out two policies to cover the same risk. This is called **Double Insurance.** In such cases, however, the Insured cannot recover more than the extent of his loss. **Short Interest** is the excess of the Insurance over the value of the goods insured. Thus if £200 worth of goods were insured for £250, the difference, *i. e.* £50, is the short interest. When a person is insured to the full value of the goods shipped the sum which he can recover in the event of loss is termed **the measure of indemnity.** As in the case of a Fire insurance policy, a shipper who under-insures his goods is considered to be his own insurer for the difference between the value of the goods and the value of the policy. Marine insurance is frequently effected, **Free of Average, F.A.; Free of All Average, F.A.A.; Free of Particular Average, F.P.A.** (see *Average*, p. 237); which means in the first two instances that the insurer does not guarantee the insured against loss of the nature of Average, and in the third against loss from Particular Average. **F.G.A. = Foreign General Average**, and has reference to statements of average made abroad.

INTEREST is payment for the use of money calculated at so much per cent. per annum.

INTERVENTION FOR HONOUR.—See *Negotiable Instrument*, p. 267.

INVOICE.—See *Account*, p. 233.

I O U—usually incorrectly written I. O. U.—stands for the words "I owe you." It is an acknowledgment of debt due to the holder by the person giving it, and does not require a stamp except it contain a promise to pay, when it must be stamped as a Promissory note.

JETTISON.—To throw overboard goods or tackle to lighten

a ship in distress. The goods thus jettisoned and *sunk* are called **Jetsam**, distinguished from **Flotsam**, which remains afloat, and may be the subject of salvage.

JOINT STOCK COMPANY.—Unlike a **Partnership** (see p. 272) in which (with the exception of what is called a **Limited Partnership**) all the partners are jointly responsible for the debts of the firm, a Joint Stock Company possesses an entity independent of the members composing it. The more common form of Joint Stock concern is that known as a **Limited Liability Company**, in which the liability of each shareholder is limited to the extent of his holding. The Capital of such a Company, subscribed by the members, is divided into **shares**, of which each member holds one or more. The smallest number of persons necessary to form a Limited Liability Company is seven, but sometimes almost all the shares are held by two or three individuals, the remainder being allotted but a single share apiece. Such a limited company is known as a **Private** Company; or, if a single person hold almost the whole of the shares, a **One Man Company.** The scope of operations of a Limited Liability Company is conditioned by the **Memorandum of Association**, usually drawn as wide as possible, to permit of an extension of operations, if necessary; and its internal economy is governed by the **Articles of Association.** The Memorandum of Association must be stamped, and with other necessary particulars lodged with the **Registrar of Joint Stock Companies.** If all be in order a **Certificate of Incorporation** is granted, and the Company can proceed to issue its **Prospectus** to the public for the purpose of getting the shares subscribed, or, if a Private Company, can at once proceed to conduct its

business. The Prospectus must give the names of the Directors, the Capital of the Company, and all the facts relative to finance and contracts entered into, in order to enable the public to form a fair judgment as to the Company's prospects. **The Directors** are persons elected by the shareholders to carry on the affairs of the Company. Where a large number of persons hold the shares of a Company, as is usually the case, it would obviously be impossible for all to be consulted in respect of the Company's transactions. Every Limited Liability Company is bound by Statute to keep certain books, one of which, the **Register** of its shareholders, must be open to public inspection. It must also have a **Common Seal,** with the Company's name engraved upon it, for the purpose of attesting important documents. A person who has applied for, and to whom shares in a Company have been allotted, receives as receipt for payment a **share certificate.** These share certificates are usually, but not always, transferable. Shares may be (1) **Ordinary,** (2) **Preference,** (3) **Cumulative Preference,** (4) **Deferred,** (5) **Founder's Shares**—the last usually very few in number, and held by the promoters of the Company. When the Capital of a Company is fully paid up the shares are sometimes converted into **Stock.** Shares cannot be divided: *e.g.* £5 shares can only be allotted or transferred singly, or in multiples of £5, but Stock can be subscribed for, or transferred up to any amount. In addition to the limit of liability attaching to the shareholders, a Joint Stock Company possesses the great advantage of being able easily to raise additional capital, if required. This is most commonly done by the issue of **Debentures** (see

p. 246), which usually take the form of a **Mortgage** (see p. 259) upon all or part of the Company's assets (see p. 237). The profits made by a Company are divided amongst the shareholders. Where no profits are shown no **dividends** (see p. 247) can be declared. The **Nominal Capital** of a Company is the total Capital authorised in the Prospectus to be raised. **Subscribed Capital** is the amount allotted to the shareholders. **Unissued Capital** is the difference between the Nominal Capital and the Subscribed or Issued Capital. **Called-up Capital** is the amount actually paid in respect of the Subscribed Capital: *e. g.* the directors of a Company not requiring the whole of the Subscribed Capital might call up, say, 10*s.* per share, if the shares were £1 shares, and leave the balance to be called up at a later date. **Paid-up Capital** is the amount actually received in respect of the Called-up Capital.

LAY DAYS.—See *Charter party*, p. 243.

LEGAL TENDER.—See *Tender*, p. 276.

LETTER OF CREDIT.—See *Credit*, p. 246.

LETTER OF HYPOTHECATION.—See *Hypothecate*, p. 250.

LIABILITIES.—See *Assets*, p. 237.

LIEN.—A legal claim on property as security for debt. A lien does not establish a title to or estate in property, but only the right to apply such property for the satisfaction of the claim.

LIGHTER.—A barge used in loading and unloading ships. The cost of loading or unloading by lighter is termed **Lighterage.**

LIMIT OF RISK.—See *Insurance*, p. 253.

LIMITED LIABILITY COMPANY.—See *Joint Stock Company*, p. 255.

LLOYDS is an incorporated Association of Marine Underwriters established at the Royal Exchange, London, through whom the major part of Marine Insurance is transacted. At one time Lloyds was the only association transacting such business, but now a considerable volume of Marine Insurance is effected through Joint Stock Companies. A person is only eligible for election as a member of Lloyds, provided he is willing to be bound by the rules of its Committee, and has satisfied the Committee that he is a man of means, and has deposited a large sum as additional security for the due satisfaction of any claim that may be made upon him in connection with his underwriting transactions. Lloyds is not only a great Insurance market, but it is also the chief organisation for collecting and disseminating shipping intelligence. It has agents and signal stations all over the world, and the information sent by cable and telegraph to headquarters by its agents is published daily in Lloyds List, a paper of the utmost use to shipowners, shippers, and others. In addition to the List, Lloyds issues an Annual Register in which the tonnage, age, build, etc., of almost every vessel in the world is entered and classified from the point of view of seaworthiness. Their class is indicated by different marks—A1 being the highest. The insurance rates for vessels, and goods carried in them, varies with this classification —a vessel of the A1 class naturally being quoted a lower rate of premium than vessels with lower marks. In addition to the List and the Register, Lloyds issues other sets of statistics relative to the shipping industry, *e.g.* statistics as to the tonnage of vessels annually built in this and foreign countries, etc., etc.

LONG BILLS, SHORT BILLS. } See *Negotiable Instrument*, p. 267.

LOSS TOTAL, Etc.—See *Insurance*, p. 253.

LOTS.—See *Parcel*, p. 272.

MANIFEST is the document required by the Custom House authorities from the Master of a merchant ship when leaving port. It fully describes the cargo, names of consignees, number of passengers and crew, ports of lading and destination, etc.

MATE'S RECEIPT.—A receipt given by the mate of a general ship for goods stowed in, and to be carried by that ship. If the packages containing the goods are fractured, or if their number does not agree with the number stated, or other material variations be noted, record of the fact is made on the receipt. If no such fact is recorded the receipt is said to be a **Clean receipt.**

MATURITY.—A bill drawn on the 3rd of March at 6 months' date is, allowing for days of Grace, due for payment on the 6th September following. The bill is said to **Mature** for payment on the 6th September, and that date to be the date of **Maturity.**

MEMORANDUM OF ASSOCIATION.—See *Joint Stock Company*, p. 255.

MERCANTILE AGENT.—See *Agent*, p. 235.

MORTGAGE is a lien given upon houses or lands as security for debt, the lien becoming void on payment of the debt.

NEGOTIABLE INSTRUMENT.—A negotiable instrument *is a document containing a contract* (see p. 244), *to the ownership of which document is attached all rights under the contract*, e. g. a Bank of England Note, Dividend Warrant, Debenture payable to bearer, Exchequer Bill, Dock Warrant, Bill

of Exchange, Promissory Note, Cheque, the last three, of course, forming by far the best known and most widely used examples. A **Bill of Exchange** is *an unconditional order in writing, addressed by one person (A) to another (B), signed by the person giving it (A), requiring the person to whom it is addressed (B) to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person (C) or to bearer.* The person A is called the **Drawer**, the person B the **Drawee** or **Acceptor**, the person C the **Payee**, but frequently the Drawer and Payee are one and the same person. Here is an example of a bill when the Drawer and Payee are *not* identical—

London, 15th Jan., 19 . .

£100.

Four months after date pay to John William Hunt or order the sum of One Hundred Pounds value received.

ARTHUR MULLINS.

To Mr. John Hall,
15 Walnut St.,
Salford.

And here is one when the Drawer and Payee *are* identical—

Wolverhampton, 4th Mar., 19 . .

£450.

Thirty Days after sight pay to my order the sum of Four Hundred and Fifty Pounds value received.

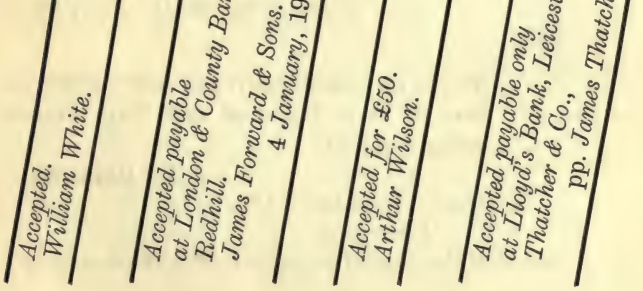
JOHN BURROWS.

To Messrs. Thatcher & Co.,
Liverpool.

Looking at the second example it is obvious that, as it

stands, Thatcher & Co. are under no liability whatever upon this bill, for it is open to any one to draw such a bill; but if, on receiving it, Thatcher & Co. **accept** it, and this they do by writing the word *accepted* and signing their name with or without restrictive words across the *face* of the bill, or merely by signing their name, then the bill becomes what is known as an **Acceptance**, and after being **indorsed**, *i. e.* after the drawer, Burrows, has signed his name across the *back* of the bill, or after acceptance only, it joins the class of Negotiable Instruments.

Style of Acceptance.—Acceptance of a bill may be either (*a*) **General** or (*b*) **Qualified.** General Acceptance of a bill is one without qualification varying the effect of the bill, *e. g.* Nos. 1 and 2 in the examples given below. Qualified acceptance is one that varies the effect of the bill as drawn, *e. g.* No. 3, in which case, assuming the bill is drawn for £78, the drawee only accepts it for £50, and No. 4 where payment is locally restricted to payment only at Lloyd's Bank, Leicester. The student should note the difference between Acceptances 2 and 4.



A bill may be drawn payable **on demand** or **at sight**. In such cases its face value must be forthcoming on presentation. A bill may also be drawn payable at **a fixed future date**, *e. g. On the 15th December next pay to our order, etc.; Three months after date pay to our order, etc.;* or at a **determinable period of time after sight**, e. g. *Sixty Days after sight pay to our order, etc.*

Days of Grace.—In the last-mentioned cases the time of payment is found by adding three days called *days of Grace* to the period set for payment of the bill, or in the last instance to the sixty days dating from the time when the bill is presented for acceptance. If the last day of Grace fall on Sunday, Christmas Day, Good Friday or any day appointed as a public feast or thanksgiving day, the bill is payable on the *preceding* day, but if the last day of Grace fall on one of the four regular Bank Holidays, or if the last day be a Sunday, and the second day a Bank Holiday, the bill is payable on the *succeeding* business day. In reckoning time, the day from which the time is to run is not counted, but the day of payment is counted. Thus a bill payable three months after sight, if accepted on the 1st of March is payable 4th June. *Month* always means Calendar month. The days of Grace vary in different countries.

Inland Bills and Foreign Bills.—A bill may be an *inland* bill or a *foreign* bill. An inland bill is both drawn and payable within the British Islands, *i. e.* The United Kingdom, Isle of Man and the Channel Isles. All other bills are *foreign* bills. A Bill of Exchange payable on demand, *e. g.* a cheque, may be stamped with a 1*d.* adhesive stamp. Other inland

bills and promissory notes must be drawn on paper embossed with a stamp in accordance with the following scale—

Not exceeding £5	1*d.*
Exceeding £5 and not exceeding £10	2*d.*
„ £10 „ „ £25	3*d.*
„ £25 „ „ £50	6*d.*
„ £50 „ „ £75	9*d.*
„ £75 „ „ £100	1/-
Every additional £100 and also any fractional part of £100	1/-

A foreign bill of exchange is stamped as an inland bill, but if of any value between £50 and £100 the stamp is 6*d.*, and for every additional £100 or fractional part of £100, 6*d.*

Noting and Protest.—It sometimes happens that when an accepted bill has matured (see p. 259) and is presented, payment cannot be obtained. In such cases the Drawee is said to **dishonour** the bill. An *inland* bill thus dishonoured may be noted and protested, but a foreign bill must be noted and protested. In the case of an inland bill notice of dishonour is all that is necessary to enable the Drawer to take legal steps to recover payment from the Drawee. Such notice is usually given by the return of the dishonoured bill to the Drawer through the bank or by *a holder in due course* (see p. 265) communicating the fact of the dishonour of the bill to the person from whom he obtained it. To *protest* a bill the services of a **Notary** are required. The Notary presents the bill, and having done so, writes on it a memorandum consisting of the date, the charges for noting, a reference to his register of such bills, and his own initials. He also attaches to the bill a

slip of paper on which is written the answer (if any) given to him when the bill was dishonoured, *e. g.* "*no effects.*" This is noting the bill. The Protest is a formal certificate given by the Notary that the bill was dishonoured. It contains a copy of the bill, specifies the person at whose request it was presented, states the place, date and other particulars of the presentment, or else the fact that the Drawee could not be found.

Foreign Bills in a Set.—An Inland Bill is drawn singly and known as a **Sola** or **Sole** of **Exchange**, but Foreign Bills are usually drawn in sets of two or three, the separate parts constituting one bill only, and one of them being paid the others are void.

Here is an example of a Foreign Bill—

£850. *London*, 15*th June*, 19 . .

Sixty days after sight of this First of Exchange (Second and Third of the same tenor and date unpaid) pay to the order of the Yokohama Specie Bank the sum of eight hundred and fifty pounds, value received.

KORTWRIGHTS LTD.
J. Draper, *Director.*

The Kobe Canning Co.,
Kobe, Japan.

The other parts (if three) read : *Second of Exchange* (*First and Third . . . unpaid*) ; *Third of Exchange* (*First and Second . . . unpaid*). It is customary to transmit these bills to the drawees for acceptance and collection through a Bank transacting business in the place of domicile of the drawee, or through other correspondents resident there—the First of Exchange by one mail, Second and Third by a subsequent mail following a different route, so

FOREIGN BILL OF EXCHANGE IN A SET.

£ 1876 Exchange for [redacted] London November 24th 1908

Ten Days after Sight of this First of Exchange
(Second · Third) of the same tenor and date unpaid pay to the
order of The HongKong and Shanghai Banking Corporation Ltd
[redacted]
Value received. With Exchange and Bankers' Charges added

To Messrs Fox Mounsed & Co
The Bund,
Shanghai.

Heywood & Platts

[redacted]
Payable in

£ 1876 Exchange for [redacted] London November 24th 1908

Ten Days after Sight of this Second of Exchange
(First · Third) of the same tenor and date unpaid pay to the
order of The HongKong & Shanghai Banking Corporation Ltd
[redacted]
Value received. With Exchange and Bankers' Charges added

To Messrs Fox Mounsed & Co.
The Bund,
Shanghai

Heywood & Platts

[redacted]
Payable in

£ 1876 Exchange for [redacted] London November 24th 1908

Ten Days after Sight of this Third of Exchange
(First · Second) of the same tenor and date unpaid pay to the
order of The HongKong & Shanghai Banking Corporation Ltd
[redacted]
Value received. With Exchange and Bankers' Charges added

To Messrs Fox Mounsed & Co.
The Bund.
Shanghai

Heywood & Platts

[redacted]
Payable in

that in the event of the First of Exchange being lost, the Second or Third of Exchange can take its place (see *Secunda via*, p. 275).

Negotiation of a Bill.—A bill may be negotiated before or after acceptance. To negotiate a bill is to *transfer it from one to another in such a manner as to constitute the person to whom it is transferred the holder of the bill.* This is done by indorsing it in favour of a person, or simply by indorsing it without the mention of any specific person. If A draw upon B at three months' sight for £50, and B accept the bill, then A indorse the bill "pay to the order of C" and add his (A's) signature and deliver the bill to C, then C becomes the holder of the bill, or A need only indorse the bill, which then becomes payable to bearer, and any person to whom A may deliver it becomes the holder.

Holder in Due Course and Holder for Value.—A holder in due course is one who has taken a bill under the following conditions—

1. That it was complete and regular on the face of it.
2. That he took it before it was overdue and without notice that it had been dishonoured, if such were the fact.
3. That he took it in good faith and for value and without notice of any defect in the title of the person from whom he took it.

A holder in due course may sue upon the bill in his own name, and holds the bill free from any defect of title of the person from whom he took it or any party to the bill.

In Case of Need.—The drawer or indorser of a bill may sometimes place upon a Bill of Exchange the name and address of a person to whom, in case of

the bill's dishonour, the holder may apply for payment. The direction reads, "*In case of need apply to* (say) *Howard & Sons, 14 Wood St., London, E.C.*," Howard & Sons having agreed to stand as a kind of security for the person making the direction, and thus save him from the stigma that would attach to him if the bill were not met. Such an arrangement can only exist where there is absolute confidence between the person liable for the bill and the guarantors, and if the person liable were unable to meet his obligation, he would advise the guarantors of the fact at the earliest moment.

Sans Recours = Without Recourse.—A person indorsing a bill in favour of another, and wishing to avoid all personal responsibility for payment, would add to his indorsement the words, "sans recours," or "without recourse," meaning thereby that recourse for payment could not be had to him personally.

Sans Frais.—The drawer of a bill for a small amount who, in the event of dishonour, did not wish to incur the expense of noting and protest, would stamp or write on the face of the bill the words "sans frais" = without expense. Such a direction applies more particularly to bills drawn on Continental customers.

Accommodation Bill.—An Accommodation Bill is a bill accepted without the acceptor receiving value for so doing—the party so accepting acting as surety for some other person, who is bound to provide the acceptor with funds to meet the bill at maturity. Such an acceptor is termed an **Accommodation Party**, and he may stand in the relationship of drawer, acceptor or indorser of a bill. Accommodation Bills are very much open to abuse, and are commonly referred to as "kites" or "windmills."

Order of Liability.—The acceptor of a bill is pri-

marily responsible if the bill be dishonoured, then the drawer is liable, then each indorser in the order in which he indorsed. A bill may carry any number of indorsements, and each is deemed to have been made in the order in which it appears on the bill. Sometimes the indorsements are so numerous that the back of the bill could not contain them all, and recourse has to be made to a slip of paper of the same width as the bill and pasted upon it. Such an attachment is termed an **Allonge**, and the first indorser on the Allonge should, to prevent mistakes, see that part of his indorsement appears on the bill, and part on the Allonge.

Amount Receivable on Bill.—If a bill be dishonoured the holder may recover from any party liable—

1. The amount of the bill.
2. Interest on the amount.
3. Expense of noting and protest, if incurred.

Intervention for Honour.—When a bill has been protested for dishonour by non-acceptance, and it is not overdue, any person not already liable on the bill may, with the consent of the holder, intervene and accept the bill for the honour of any person liable upon it. This is called *Acceptance for honour supra protest.* This acceptance must be written on the bill and indicate that it is an acceptance for honour. When a bill has been protested for non-payment, any person may intervene and pay it for the honour of any party liable thereon. This is called *Payment for honour supra protest.* Such an intervener has all the rights of a holder of the bill against the party for whose honour he paid, and against all parties liable to that party.

Long Bills—Short Bills.—A Bill of Exchange is said to be a *long* bill when drawn at a long date, *e. g.* six

months after date. When drawn at a short date, *e.g.* 3 d / sight, 10 d /date, it is termed a *short* bill.

Bills Payable—Bills Receivable.—Terms used in a merchant's counting-house. Bills for payment of which a merchant is liable are termed *Bills Payable*; those for which other people are liable to him are termed *Bills Receivable.* In the first case, the bills form part of the merchant's *liabilities;* in the second case, part of his *assets* (see p. 237).

Documentary Bill.—A Documentary Bill is a Bill of Exchange to which is attached a Bill of Lading, Certificate of Insurance and other documents covering a shipment of goods against which the bill is drawn. By this means a consignee (see *Consign*, p. 244) can only secure possession of the goods by accepting, or if *on demand*, as is usually the case, by paying the bill to which the documents necessary to clear the goods are attached.

Usance is the period of time, exclusive of days of Grace at which, in commercial practice, it is usual for Foreign Bills of Exchange to be drawn. Usance and days of Grace do not vary so much as formerly. For most continental countries the Usance is 3 months, with no days of Grace. The Usance for Lisbon and Oporto is 90 d/d; for Calcutta and Bombay, 30 d/s; for the U.S. both Usance and days of Grace are variable, while for Canada the Usance is variable, but the days of Grace are three.

Uses of Bills.—(1) To enable persons to obtain immediate payment of money not yet due. Goods are largely sold on credit, and accounts for such goods settled by the creditor accepting a bill for the amount, payable at a future date. The bill is then indorsed to the order of a banker or bill broker, who advances

INLAND BILL OF EXCHANGE.

No 156 £ 4 19 7 due London November 24th 1908.

Three days after date pay to our Order
Four Pounds Nineteen Shillings and
Sevenpence Value received

To Mr John Harmon
52 George Street
Worcester

Heywood & Platts

PROMISSORY NOTE.

£220. 18. 6

Coventry 12th December 1908

On Demand I promise to pay to Messrs James Elkington & Co or their order the sum of _____
Two Hundred and Twenty Pounds Eighteen Shillings and Sixpence value received _____

Arnold Callaghan

the face value of the bill less a *discount* for the advance. This discount is the banker's or broker's profit, and is greater or less according to the credit of the borrower or the acceptor of the bills.

(2) To avoid sending money to other countries. If A in Tokyo owe B in London £100, and B in London owe C in Kobe £100, and B draw a bill upon A for £100 in favour of C, then it is clear that the rights of all three parties are satisfied, and that no money has passed from Japan to Gt. Britain or from Gt. Britain to Japan.

Promissory Note.—A promissory note is *an unconditional promise in writing made by one person to another, signed by the maker, engaging to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person or to bearer.*

Here is a usual form of promissory note—

£181. *London, 28th Nov.*, 19 . .

2/- STAMP

Three months after date we promise to pay to W. J. Fortescue & Co. or their order the sum of One Hundred and Eighty One Pounds, value received.

JAMES WOODWARD & SONS.

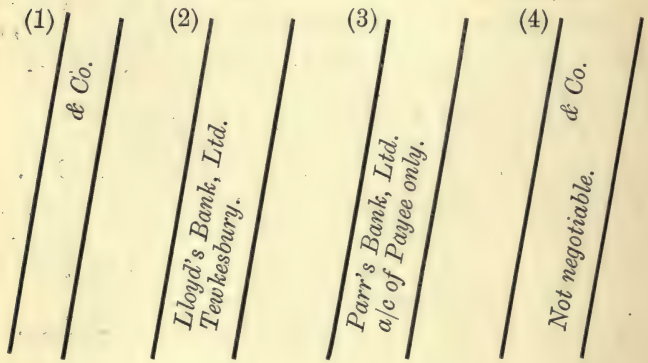
It should be remembered that promissory notes are not presented for acceptance but only for payment.

Cheque.—A cheque is *a bill of exchange drawn on a banker payable on demand.* A cheque is not presented to a bank for acceptance, but for payment. The relationship between a banker and his customers is that of Debtor and Creditor, the banker contracting to pay back on demand the sum which he owes the customer, and honour his cheques as long as he

is debtor and to the full extent of his indebtedness. A cheque may be—

(1) **Blank**, (2) **Open**, (3) **Crossed**.—A *blank* cheque is one in which the particulars as to amount, payee, etc., are not inserted. For obvious reasons blank cheques are very rarely given. An *open* cheque, provided, of course, the drawer has funds in the bank to meet it, will be paid to bearer on presentation at the bank's counter on his indorsement of the cheque, if made payable to *order*, and without endorsement if made payable to *bearer*. Payment of a *crossed* cheque can only be secured through a bank.

Here are a few examples of common crossings—



It will be observed that Nos. 2 and 3 are restrictive crossings. Payment of No. 2 can only be secured through Lloyd's Bank, Tewkesbury, and No. 3 only through Parr's Bank, with the proviso that the proceeds shall be credited to the payee only. In the case of No. 4 the negotiable qualities of a cheque so crossed are strictly limited, and though it may still be transferred, and the person to whom it is

transferred may be entitled to enforce payment of it, yet were such a cheque stolen and an innocent person persuaded to cash it, such person would acquire no right to payment of the cheque.

Dishonoured Cheque.—As in the case of other Bills of Exchange, a drawer of a Cheque is entitled to notice from the Bank in the event of dishonour, except when he has insufficient funds at the bank to meet the cheque. A dishonoured cheque is returned to the payee with special markings indicative of the reason for dishonour, *e. g.* R/D = Refer to drawer, N/A = No account, N/S = Not sufficient. A cheque, however, may be dishonoured for quite other reasons, *e. g.* the figures and words disagreeing in amount, the absence of a necessary signature, etc.

NET.—The amount remaining after all deductions have been made; the original amount is called the **gross** amount. **Net weight** is the actual weight of the goods after deducting the **tare**—the tare being the weight of the case or wrappers containing the goods.

NOTARY.—A public official. See *Negotiable Instrument*, p. 263.

NOTING.—See *Negotiable Instrument*, p. 263.

OFFICIAL RECEIVER.—See *Bankruptcy*, p. 239.

ON SALE or ON CONSIGNMENT.—See *Consignment*, p. 244.

PAR.—Shares of stock or other monetary securities are said to be *at par* when their face value is neither greater nor less than the actual value at which they are quoted in the open market. If the face value is less, then they are said to be at a **discount**, or below par; if more, then at a **premium**, or above par. **Par of Exchange** is the equivalent of value of the coinage of one country if minted in the same standard

of purity in the coinage of another country. **Rate of Exchange** is the ratio at which the money of one country is exchanged for the money of another country, *e.g.* at the time of writing the English sovereign is quoted on the Paris Bourse at 25 fcs. 40 centimes.

PARCEL.—Particular lots of goods bought or sold are termed *parcels* of goods, *e.g.* a parcel of wool, cotton, paper, etc. The word **lots** is also used, *e.g. Tin in 5 ton lots.*

PARTICULAR AVERAGE.—See *Average*, p. 238.

PARTNERSHIP.—An association of two or more persons, termed the partners or principals, who combine their money, effects, labour and skill, all or any of them, to carry on a business for the purpose of making profit. There may or may not be **Articles of Partnership** defining the constitution of the Partnership, and it may be a Partnership at will (*i.e.* dissolvable at any time) or for a fixed term of years. All the partners usually take an active part in the management of the business, but if any of them do not they are termed **sleeping** partners. A partner is jointly liable with his co-partners for debts contracted by the firm during his membership of it, each partner being deemed the agent of the others except in the case of **Limited Partnerships**, when the liability of one or more partners may be restricted to certain agreed limits, their powers and authority in the Firm also being restricted. Limited partners take no share in the management of the business. A **Nominal Partner** is one who, without having entered into any contract, has yet, by identifying himself with the conduct of a firm, made himself liable for its debts. Partnerships may be dissolved (1) by notice,

(2) by efflux of time, (3) by death or bankruptcy of any partner, (4) by judgment of the High Court, etc.

PAYEE.—See *Negotiable Instrument*, p. 260.

PAY IN.—To pay into a bank is to deposit money with that bank. The different items—bills, cheques, Post office orders, Postal orders, cash, bank notes, etc., are enumerated on a slip provided by the bank, termed a *paying-in slip*, which is handed in with the money. A duplicate of this slip is initialled by the bank cashier and serves as an acknowledgment of the amount paid in (see example at end of book).

PER PROCURATIONEM.—Indicated by the abbreviation *per pro.* or *pp.* An agent who makes contracts, signs cheques, and accepts Bills of Exchange, etc., for and on behalf of his principal, is said to act per or by procuration, *i. e.* by virtue of a formal legal instrument or **Power of Attorney** fully authorising him so to act.

POLICY, OPEN POLICY, Etc.—See *Insurance*, p. 253.

PORT OF ENTRY.—See *Entry*, p. 249.

POST-DATE, to.—See *Ante-date*, p. 236.

POWER OF ATTORNEY.—See *Attorney*, p. 237.

PREMIUM.—See *Insurance*, p. 250, *Par*, p. 271.

PRESENT, to.—To present a Bill of Exchange for acceptance, or for payment (see *Negotiable Instrument*, p. 263).

PRIMAGE.—A percentage formerly paid to the master of a ship to ensure care in lading or unlading cargo, now paid to the ship's owner and usually merged in accounts for shipping charges with the freight.

PRINCIPAL.—The capital sum of money on which interest is paid. If the total value of a person's invested capital be £100,000 and the net yearly interest accruing from it be £8,000, then the principal

or capital is £100,000 and his income or revenue £8,000.

PRO FORMA = for form = as a matter of form. A trader who receives a small order from an unknown correspondent, instead of filling the order, sometimes forwards an invoice, marked pro forma, to the correspondent for the amount of the order. Such an invoice serves the purpose of a reminder that the order will only be executed for cash in advance. At other times a pro forma invoice is sent to a customer so that he can see at a glance the cost to him for particular goods, and thus be enabled to determine the approximate cost of a transaction of which such goods would form part.

PROMISSORY NOTE.—See *Negotiable Instrument*, p. 269.

PROMPT is the term of credit allowed for payment of goods. *Prompt Cash* means cash on delivery of the goods. *Three months prompt* means payment three months after delivery of goods or date of sale.

PROSPECTUS.—See *Joint Stock Company*, p. 255.

PROTEST.—See *Negotiable Instrument*, p. 263.

QUOTATION.—The price at which goods, stocks or shares are offered for sale.

RE or IN RE = In the matter of. To facilitate reference it is usual in correspondence, particularly that of a professional character, to head the letter *Re* or *in Re*, and then add the subject of correspondence, e. g. *Re* or *In re Willoughby v. Fowkes*, or *Re* or *In re your quote for White Lead*, 15/6/19 . .

REBATE.—An allowance or abatement made from a bill or in the price of goods, etc.

RECEIPT.—A written acknowledgment (1) of the payment of money (2) of the delivery of goods. A receipt for money must, in the case of payment of a

value of £2 or over, bear a 1*d.* stamp defaced at the time of giving the receipt.

RECEIVING ORDER.—See *Bankruptcy*, p. 239.

RE-INSURANCE.—See *Insurance*, p. 253.

REMITTANCE.—Money sent from one person to another. So to send money is "**to remit**" money.

RESPONDENTIA.—See *Bottomry*, p. 242.

RETIRE, to.—To retire a bill is to withdraw a bill from circulation by paying it.

RETURNS.—(1) The total sales for a period, as when a traveller's *returns* are said to be £150 a month. (2) Goods that have been bought *on sale* or *on consignment* and subsequently returned to the consignor.

SALVAGE.—(1) Goods recovered from a wreck or fire, or (2) the compensation paid to persons instrumental in saving a vessel from shipwreck, or danger thereof, by towing, etc. In the case of insured goods the salvage is the property of the Insurance Co., and its realised value is a set-off against the compensation paid by the Company to the insured.

SANS FRAIS, RECOURS.—See *Negotiable Instrument*, p. 266.

SECOND OF EXCHANGE.—See *Negotiable Instrument*, p. 264.

SECUNDIA VIA.—Important commercial documents for transmission abroad are usually made out either in duplicate or triplicate. The original is sent by one mail and route, and the duplicate by a succeeding mail sometimes following a different route. Thus, if the original miscarry, recourse can be had to the duplicate or triplicate. These duplicate documents are termed the secundia via (see *Negotiable Instrument*, p. 264).

SECURITY.—(1) Valuable documents deposited as cover

for loans, etc. (2) A person who stands surety for another is said to become security for that person.

SHARE.—See *Dividend*, p. 247; *Joint Stock Company*, p. 256.

SHIPMENT.—Merchandise taken aboard a vessel for transportation. Shipments transferred from one vessel to another in the same port, under bond, are said to be **trans-shipped**.

SIGHT BILL.—See *Negotiable Instrument*, p. 262.

SOLD NOTE.—See *Bought Note*, p. 242.

SOLVENT.—See *Assets*, p. 237.

SPECIE.—Coin as distinguished from paper currency. Uncoined Gold or Silver is termed **Bullion**.

SPOT is the slang word used in such expressions as *Spot Cash*, i. e. Cash on delivery of the goods; *Spot Wheat* or *Spot Cotton*, i. e. wheat or cotton ready for delivery at time of sale, in distinction to **Futures**, which are goods sold for future delivery.

STOCK.—See *Joint Stock Company*, p. 256.

STOPPAGE IN TRANSITU.—See *Transit*, p. 277.

TAKE UP, to.—To take up a bill is to pay or assume liability for that bill. Similarly, to meet engagements that have been entered into is to *take them up*.

TARE.—Set *Net*, p. 271.

TENDER, to.—(1) To offer, in response to inquiry or invitation, to supply goods, or to do work at prices quoted in the tender. (2) To offer money due upon a bill is to *tender payment* of the bill. **Legal Tender** is the coin that may legally be offered in payment of a debt. Gold coins and Bank of England notes are legal tender to any amount, but silver coins above a total value of £2, and bronze coins above a total value of twelve pence, are not legal tender.

TRANSFER, to.—To transfer property is to hand over

property to another so as to constitute that other the holder of the property. **Transfer Days** are certain days set apart for transferring stocks or shares in the books of a company from the name of the seller to that of the buyer. The Transfer Books of a company are usually shut for several days at the time of making up the balance sheet and drawing cheques for dividends. This periodical closing of the books necessitates two quotations for any particular stocks or shares, at or about the time of paying interest or declaring dividends, viz. ex interest or ex dividend, and cum interest or cum dividend (a dividend is a *variable* return upon capital: interest a *fixed uniform rate* per cent.). A quotation *ex* interest means that the quotation does *not* include the interest due or about to become due: a quotation *cum* interest, that it *does* include such interest. A quotation *ex* dividend means that the quotation does *not* include the dividend declared, or about to be declared: a quotation *cum* dividend, that it *does* include such dividend. (See *A Plain Guide to Investment and Finance*, by T. E. Young, Chap. XVI., for an exhaustive treatment of this subject.)

TRANSIT.—Goods in course of being transported from one place to another are said to be goods *in transit*. A trader who delivers goods to a carrier for conveyance to his customer still retains possession of the goods, and can at any time while the goods are in transit to the customer stop delivery of them. Such a stoppage is called a **Stoppage in Transitu**, and is useful in cases where a customer has declared himself bankrupt since the despatch of the goods, or when a dispute has arisen between buyer and seller, or knowledge has reached the seller which leads

him to suppose the buyer to be a fraudulent person.

TRUSTEE.—A person who holds property in trust for another person or persons (see *Bankruptcy*, p. 239).

TURNOVER.—The turnover of a business is the sum total of the sales or of the purchases during some definite period, usually twelve months.

TYPE.—When goods are sold "to arrive," an actual sample of the goods is not always obtainable, so what is called a *type* is submitted. The seller guarantees that this type sample, taken from a previous growth possessing similar qualities, is a fair indication both in quality and appearance of the goods bought forward. When the goods arrive they are *bulked*, i. e. samples are taken from a certain number of chests or bags, as the case may be, put together, and the resultant blend compared with the type sample. Sales of goods on type samples, it is obvious, are only possible where there is great confidence between buyer and seller.

ULLAGE.—The quantity that a vessel, *e. g.* cask, case, bottle, etc. lacks of being full.

UNDERWRITER.—An Underwriter is a person who makes it his business to insure ships, or the goods carried in them. He may be either a member of the Incorporated Society of Underwriters known as Lloyds (see p. 258), and transact such business at his own risk (see p. 253), or he may be the servant of a Marine Insurance Company and act for his principals.

USANCE.—See *Negotiable Instrument*, p. 268.

VIA. = By way of. A word used to indicate the route by which a letter or parcel is to be forwarded, *e. g. via Suez Canal, via Rotterdam* (see *Secundia Via*, p. 275).

VOUCHER.—A document or other thing attesting the performance of an alleged act such as the payment of money, the insertion of an advertisement in a public print, etc.

WRITE OFF, to.—To write off a debt is to treat a debt as though it were paid. In book-keeping it is to treat an item as a bad debt, and, either in whole or in part, to debit it to the Profit and Loss Account.

ACCOUNT CURRENT

Messrs. Siemens, Liddle & Walker, Adelaide, S. Australia.

In Account with **Jonathan Talbot & Sons, Ltd.**, London.

Dr. **Cr.**

		Days	Amount £	s.	d.	Interest, 5 % £	s.	d.			Days	Amount £	s.	d.	Interest, 5 % £	s.	d.
19 . .									19 . .								
July 1	To Balance b/f.....	183	310	11	8	7	15	6	July 15	By A/S wool per s.s. *Winifred*...	169	419	10	8	9	14	3
,, 15	,, A/S shipment per *City of Quebec*	169	458	10	0	10	12	3	Sept. 1	,, Ditto, s.s. *Orotava*	121	624	7	5	10	6	10
Aug. 1	,, Cash paid to Wilding and Woodroffe.....	152	110	18	6	2	6	2	,, 4	,, Cash from J. Turnbull & Sons.....	118	88	12	1	1	8	9
,, 28	,, Cash paid to meet your st. Draft in favour of J. Backhouse	125	98	10	5	1	13	8	Oct. 15	,, Draft in your favour on Oldcastle & Co....	77	199	5	0	2	2	0
Sept. 10	,, Ditto for st. Draft, Williams & Co.	112	75	0	0	1	3	0		,, Balance of Interest.....					0	3	5
	,, Ditto for st. Draft, A. & C. Appleton.....	46	38	12	1	0	4	8									
	,, Balance of Interest.....		0	3	5												
	,, Balance c/f.....		239	9	1												
			£1331	15	2	23	15	3				£1331	15	2	23	15	3
									19 . . Jan. 1	By Balance b/f.....		239	9	1			

E. & O. E.,
London, 1st January, 19 . .

Jonathan Talbot & Sons, Ltd.

N.B.—The method for calculating interest (where Interest Tables are not used) is on the formula that the number of pounds multiplied by the number of days and divided by 7,300 gives interest at 5 % in pounds.

ACCOUNT SALES

113, Lloyd's Avenue, London, E.C.

Account Sales of 150 Cases Gum ex s.s. *Saladin*, from Mogador, sold for Bucknall, Calcutt & Co. by

James Brown & Co.

		Net Weight				£	s.	d.	£	s.	d.
		Cwt.	Qrs.	Lbs.							
J. B. C.	Nos. 1/75, ea.	1	1	20							
	,, 76/100.....	1	0	25							
	,, 101/150	1	0	20							
London 1/150	Total Weight.....	196	2	17	@ 17/6 per cwt.				172	1	5
					Freight.....	15	10	6			
					Wharfage.....	3	11	4			
					Interest on Freight, 30 d/s....	0	1	4			
					Int. on Wharfage, 60 d/s.....	0	0	7			
					Fire Insurance	0	5	6			
					Commission, 2 %.....	3	8	10			
						22	18	1			
					Net Proceeds.....	149	3	4			
					£	172	1	5	172	1	5

E. & O. E.

London, 17th December, 19 . .

James Brown & Co.

EXPORT INVOICE

Sold to Messrs. Williams & Co.,

Broad Street, London, E.C.

By **Richard James & Company,**

12, Great Tower Street, London, E.C.

Date 3.6.09. Per s.s. *Somali.* C.I.F. Calcutta. Terms, 2½ % against documents.

	Our order No. 101	Your order No. 80	Price	£	s.	d.	£	s.	d.	Total.		
	112 Kegs	80 % Reduced White Zinc Paint ea. 8 × 12 Gr. 56 lbs. Tr. 6 = 50 cwts. net.....	Ton £13/10	33	15	0						
	112 Kegs	60 % Reduced White Zinc Paint ea. 8 × 12 Gr. 56 lbs. Tr. 6 = 50 cwts. net.....	£14/10	36	5	0						
	R. W.									£70	0	0
	Calcutta	Per Van to R. A. Docks for Shipt. per s.s. *Somali*										

COUNTERFOIL. CHEQUE.

No B55598
3rd Jan. 19..
to Finch & Walker
£120=0=0
NOTE. FOR GREATER SECURITY THE CROSSING OF A CHEQUE SHOULD BE BOLD AND EXTEND THE FULL WIDTH OF THE CHEQUE AS SHOWN ON THE INSIDE OF THE COVER OF THIS CHEQUE BOOK.
LONDON & COUNTY BANKING COMPANY, LIMITED
No B55598 FORE STREET BRANCH London 3rd Jan. 19..
London & County Banking Comp.y Limited
12, FORE STREET, E.C.
Pay Messrs. Finch & Walker or Order
One hundred and twenty pounds
£120=0=0
J. Bird & Co
THIS DRAFT MUST BE SIGNED ON THE BACK BY THE PARTY TO WHOM IT IS MADE PAYABLE.

COUNTERFOIL. PAYING-IN SLIP.

175]

LONDON AND COUNTY BANKING COMPANY, Limited.

24th Nov. 190.

Gold	15		.
Silver	7	10	
Copper... ...			
Bank Notes...	25	.	.
Country Notes			
DRAFT Payable in LONDON only			
Do.	14	10	7
	127	8	6
	15	8	.
	27	10	6
	83	5	2
	47		
	12	.	
M.O	5	8	7
Do	3	2	6
P.O's	14	10	7
£	397	14	5

LONDON AND COUNTY BANKING COMPANY, Limited.

24th Nov. 190.

Credit Wm Sharpe & Co,
256 Walbrook, E.C.

Gold	15	-	-
Silver...	7	10	-
Copper			
Bank Notes	25		
Country Notes			
DRAFT Payable in LONDON only			
Do.	14	10	7
	127	8	6
	15	8	
	27	10	6
	83	5	2
	47	.	
	12	.	.
M. O.	5	8	7
Do	3	2	6
P.O's as per separate list	14	10	7
Paid in by			
£	397	14	5

Customers are requested to cross all Cheques "London & County Banking Company, Limited."

97647

EcC
G788mo

Grebby, John King

Modern Commercial Correspondence

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